



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Manager

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## Memorandum 14-025

TO: MAYOR WYTHE AND COUNCIL  
THROUGH: WALT WREDE  
FROM: ANDREA PETERSEN  
DATE: JANUARY 22, 2014  
SUBJECT: COMPENSATION

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### Base Pay

“What does base pay for the City of Homer mean?” Base pay is an employee's initial rate of compensation, excluding increases in the rate of pay. An employee's base pay can be expressed as a base hourly rate of pay or as an annual salary. Extra forms of compensation that are excluded from base pay typically include: shift differential pay, on-call pay, incentive-based pay or merit-based pay. As a general rule, an employee's base pay is the pay they will receive at a minimum, while extra forms of pay may increase the total pay above this level.

### Range Classifications

“How does the City determine the range of a classification?” Job descriptions are written and reviewed on a regular basis and revised when needed. The job description will include but not limited to the following:

- Knowledge, skills, abilities, experience, education, training or specialization.
- Developing policy and procedures or carrying out policy and procedures.
- Nonsupervisory position or Supervisory position and type of supervisor (i.e. City Manager, Department Director, Division Head, Unit Supervisor).
- Budget/expenditure authority.
- Exposure to adverse weather or hazardous working conditions.
- Overall liability to the City.
- Public Visibility (Visibility of the incumbent to individuals and agencies with which City personnel are likely to come into contact such as key City personnel, general public, government officials, and key service personnel).

These “core functions” of the position are then evaluated by using a rating system. Typically, three supervisors review the job description and use the City’s Factoring Form to help them determine the

range of the classification. Once the factoring is complete the supervisors will discuss their evaluation of the position to determine the range the position should be placed in. This has been a successful procedure for the City in the past; however, there are times that the market needs to be reviewed and considered as well.

### **Total Compensation**

“What does total compensation mean?” When most of us hear the term “compensation” we typically only think of the money we receive in our paycheck each payday. However, “Total Compensation” goes beyond salary, it is the complete pay package for employees. Total compensation can be defined as all of the resources available to employees, which are used by the employer to attract, motivate and retain employees.

City of Homer regular full-time employees enjoy a total compensation package that exceeds the value of their base salary alone. The image below represents some of the key elements which makeup Total Compensation:



## **Compensation Surveys**

“What is a compensation survey?” A compensation survey is survey of compensation practices and trends among participating companies, typically compiled by an independent research organization. Compensation surveys enable their participants to learn market compensation practices for jobs offered in their organizations. There are five compensation surveys enclosed for you to review. Public entities are challenged with comparing positions of like kind. Many positions are not the same in other public entities. Some positions have unique or other duties that are not typically included in the position in the private sector. This makes it very challenging when reviewing compensation surveys that are not tailored to fit the organization’s interests and needs. Enclosed is an analysis of some positions within the City of Homer. Please remember this analysis is comparing titles and not necessarily actual duties. The AML Salary and Benefit Survey is very informative; however, the City’s close competitors (Soldotna, Kenai, and Seward) information is not included.

## **Closing**

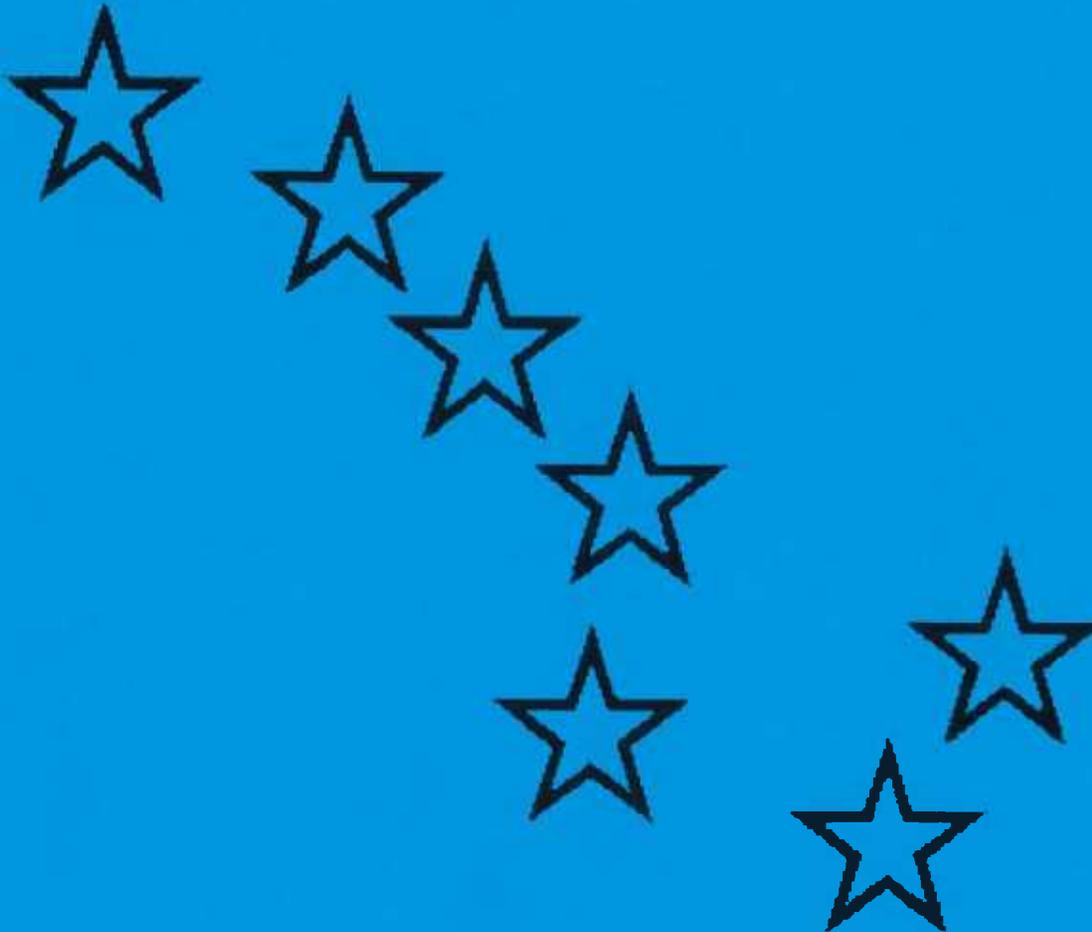
Total compensation can be challenging for many organizations. The biggest challenge is to have a good balance of offered benefits to the actual base compensation. Although offering excellent benefits is a smart recruitment strategy, benefits do not always allow employees to financially keep up with inflation. Please let me know if you have any questions or concerns regarding this information.

Enc:

Alaska Municipal Salary & Benefit Survey FY 2014  
Joint Alaska Survey Participant Survey  
Kenai Peninsula Borough 2013 Compensation Study Overview  
Kodiak Island Borough Compensation Study  
City of Kodiak Classification and Compensation Study  
City of Homer Position Analysis



# Alaska Municipal Salary & Benefit Survey FY2014





September 2013

We are pleased to present the new *Alaska Municipal Salary & Benefit Survey, FY2014*. The Alaska Municipal League (AML) sent out survey forms to all municipalities and fifty-five municipalities responded. Survey responses were received over a three-month period from mid June through the end of August. Again this year we requested information on employee benefits and have included that updated information in this survey.

The purpose of this survey is to provide information to assist in the evaluation and comparison of benefits and salaries of municipal employees in Alaska. AML staff compiled the information contained in this study and every effort was made to carefully present the data; however, the AML cannot assume any liability for errors or omissions.

This salary survey does not cover all positions in cities and boroughs, but it is designed to provide a sample of "benchmark" municipal positions. We would be happy to receive any suggestions for ways to improve the survey in future years.

Copies of the *Alaska Municipal Salary & Benefit Survey* are provided free to each municipality that responded and are available to other AML municipal members at a cost of \$40.00 each. Nonmembers may purchase a copy for \$95.00. To order copies, contact the Alaska Municipal League at (907) 586-1325 or order online at [www.akml.org](http://www.akml.org).

The League wishes to express appreciation to all municipal officials who participated in this survey.

Sincerely,



Kathie Wasserman  
Executive Director



Darby Brown  
Administrative Assistant



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## Participant General Information

Municipality		Number of	Union Representation	Travel Per Diem	Formal Performance Evaluation
Name of Person	Population	Full-time Equivalent	Percent of Employees	(This may include hotel)	Annual Step Increases
Providing Data		Employees	Number of Bargaining Units	Mileage Reimbursement	Acceptable Eval. Req. for Advancement
<b>Fairbanks North Star Borough</b>					
Renee Dick	100,272	416	Yes	\$54.00 + actual lodging & ground	Yes
Personnel Assistant			95%	transportation expenses	Yes
(907) 459-1201			3 units	\$0.565	No
<b>Matanuska-Susitna Borough</b>					
Cindy Merriam	93,500	268	Yes	Yes, \$60 per day for food; hotels paid	Yes
HR Assistant			89% of FT employee	directly or employee reimbursed	Yes
(907) 746-7404			1 unit	\$0.565	No
<b>Kenai Peninsula Borough</b>					
Christine Anderson	51,900	298	Yes	\$70.00 or actual expenses if higher	No
HR Specialist			78%		Yes
(907) 714-2133			1 unit	\$0.61 or \$0.55 (IRS rate plus \$.06)	Yes
<b>Juneau</b>					
Kara Arriaga	32,164	495	Yes	\$50.00	Yes
HR Consultant			61%		Yes
(907) 586-5250			3 unions	\$0.69	Yes
<b>Fairbanks</b>					
Tony Shumate	31,182	194	Yes	\$40.00	Yes
HR Manager			98%		No
(907) 459-6780			4 units	55.5	
<b>Kodiak Island Borough</b>					
Marilyn Ordal	13,592	43	Yes	Yes, depends on city	Yes
Accounting Tech/Payroll			74%		Yes
(907) 486-9322			1 unit	\$ .55	Yes
<b>Ketchikan Gateway Borough</b>					
Karolyn Hallmann	13,477	110	Yes	\$60.00	Yes
Admin/Managers Office			65%		Yes(non rep)
(907) 228-6672			4 units	\$ .565	Yes
<b>North Slope Borough</b>					
Nicole Kanayurak	9,643	877	No	\$65.00	Yes
Human Resources Specialist III					No
(907) 852-0364				N/A	Yes
<b>Sitka</b>					
Mark Danielson	8,627	154	Yes	\$61.00	Yes
Human Resources Director			72%		Yes
(907) 747-1816			3 units	\$0.365	Yes

Municipality Name of Person Providing Data	Population	Number of Full-time Equivalent Employees	Union Representation Percent of Employees Number of Bargaining Units	Travel Per Diem (This may include hotel) Mileage Reimbursement	Formal Performance Evaluation Annual Step Increases Acceptable Eval. Req. for Advancement
<b>Wasilla</b>					
Donna Faeo	8,064	114	Yes	No	Yes
HR Generalist (907) 373-9038			65% 3 units	\$0.565	Yes
<b>Ketchikan</b>					
Jason Alderson	7,503	292	Yes	Federal Per Diem or \$60.00, whichever is less	Yes
Safety Coordinator (907) 228-5657			60% 4 units	\$0.565	Yes
<b>Palmer</b>					
Alice Williams	6,117	80	No	\$70.00 (\$15.00 breakfast, \$20.00 lunch, \$35.00 dinner)	Yes
Human Resources Manager (907) 761-1302				.555 per mile	Yes
<b>Kodiak</b>					
Cindy Cortez	5,974	124.15	No	\$45.00	Yes
General Accountant (907) 486-8653					Yes
<b>Homer</b>					
Andrea Peterson	5,551	99	No	\$53.00 - food allowance only	Yes
Personnel Director (907) 435-3103				IRS rate	Yes -15 steps Yes
<b>Unalaska</b>					
Kelly Stiles	4,297	154	Yes	\$130.00 or \$75.00 if city is billed for car/hotel	Yes
Human Resources Manager (907) 581-1251			81% 5 units	N/A	Yes, with council approval Yes
<b>Valdez</b>					
Tina Fifarek	4,144	106	No	\$70.00/day	Yes
HR Specialist/ Executive Assistant (907) 834-3406				IRS decision	Yes Yes
<b>Nome</b>					
Dana Handeland	3,598	60 + 7 Elected Officials	Yes	\$140.00	No
Payroll/Acct. Tech (907) 443-6621			75% 1 unit	Depends on contract	Yes Yes
<b>North Pole</b>					
Kathy Weber	2,256	42	No	\$42.00	Yes
City Clerk/HR Manager (907) 488-8583				IRS rate	Yes No

Municipality		Number of	Union Representation	Travel Per Diem	Formal Performance Evaluation
Name of Person	Population	Full-time Equivalent	Percent of Employees	(This may include hotel)	Annual Step Increases
Providing Data		Employees	Number of Bargaining Units	Mileage Reimbursement	Acceptable Eval. Req. for Advancement
<b>Houston</b>					
Carolyn Grabowski	1,912	6	No	Same as State of Alaska rates	Yes
Treasurer/Personnell Officer					No - Merit Based
(907) 892-6869				Same as State	
<b>Denali Borough</b>					
Annette Ziegman	1,826	9.5	No	\$90.00 or Receipts	Yes
Treasurer					Yes
(907) 683-1330				\$0.62	Yes
<b>Lake &amp; Peninsula Borough</b>					
Susan Edwards	1,620	3.75	No	\$100.00	Yes
Finance Officer					Yes
(907) 246-3421				None	Yes
<b>Craig</b>					
Anjuli Hamilton	1,201	31	No	\$50.00	Yes
Personel					No
(907) 826-3275				\$0.565	
<b>Delta Junction</b>					
David Zimmerman	1,098	9	No	\$42.00	No
Finance Officer					No
(907) 895-4656				\$0.44	
<b>Bristol Bay Borough</b>					
David Scott	1,073	37	No	\$90.00	Yes
Finance Director					Yes
(907) 246-4224 ext 311				\$ .55	Yes
<b>Sand Point</b>					
Jade Cromer	983	27	No	\$175 day for overnight, \$40 rtn day travel	No
City Clerk					Yes
(907) 383-2696				N/A	No
<b>King Cove</b>					
Bonnie Folz	953	31	No	\$200.00	Yes
Administrative Manager					No
(907) 274-7573				N/A	No
<b>Skagway</b>					
Michelle Gihl	862	45	No	\$58.00	Yes
Deputy Clerk					Yes
(907) 983-2297				\$0.22	Yes

Municipality Name of Person Providing Data	Population	Number of Full-time Equivalent Employees	Union Representation Percent of Employees Number of Bargaining Units	Travel Per Diem (This may include hotel) Mileage Reimbursement	Formal Performance Evaluation Annual Step Increases Acceptable Eval. Req. for Advancement
<b>Quinhagak</b> Fannie Moore City Clerk (907) 556-2181	689	10	No	Varies with summer/winter & different locations. 0	Yes No Yes
<b>Noorvik</b> Rogers Brown City Administrator (907) 636-2100	636	10	No	\$80.00 \$0.21	Yes Yes Yes
<b>Yakutat</b> Connie Klushkan Finance Director (907) 784-3323 x105	610	17	No	\$50.00 \$.75	No No
<b>Nenana</b> Sharon Ridlington City Clerk (907) 832-5441	479	7	No	\$65.00 \$0.55	No No
<b>Chefornak</b> Alexandra Anderson City Clerk (907) 867-8147	465	4	No	Varies	No No No
<b>Saint Paul</b> Stephanie Mandregan Payroll Clerk (907) 546-3123	459	36	No	5/1 to 9/15 = \$278.00, 9/16 to 4/30 = \$188.00 0	Yes No
<b>Saxman</b> Cheryl Capps Finance Officer (907) 225-4166	405	5	No 0% NA	Depends on location None	No No
<b>Brevig Mission</b> Allen Okpealuk City Clerk (907) 642-3038	388	22	No 0 0	\$150.00 limited to lowest available fare	Yes Yes Yes
<b>Russian Mission</b> Anastasia Larson City Clerk (907) 584-5111	329	2	No	Varies season and location meeting/training is held N/A	Yes Yes Yes

<b>Municipality</b>		<b>Number of</b>	<b>Union Representation</b>	<b>Travel Per Diem</b>	<b>Formal Performance Evaluation</b>
<b>Name of Person</b>	<b>Population</b>	<b>Full-time Equivalent</b>	<b>Percent of Employees</b>	<b>(This may include hotel)</b>	<b>Annual Step Increases</b>
<b>Providing Data</b>		<b>Employees</b>	<b>Number of Bargaining Units</b>	<b>Mileage Reimbursement</b>	<b>Acceptable Eval. Req. for Advancement</b>
<b>Adak</b>					
Layton Lockett City Manager (907) 592-4500	321	8	No	\$50.00 + City Pays Lodging or Federal Per Diem Rate \$0.52	Yes No
<b>Huslia</b>					
Elsie Vent City Administrator (907) 829-2266	315	.5	No	Federal Rate Sheet 0	Yes No
<b>Anderson</b>					
Nancy Hollis Treasurer (907) 582-2500	275	5	No	\$40.00 \$.40	No No
<b>Nulato</b>					
Gloria Patsy Treasurer (907) 898-2205	270	8	No	Fairbanks: \$263 Summer, \$154 Winter; Anchorage: \$278 Summer, \$188 Winter \$0.00	Yes Yes Yes
<b>Tanana</b>					
Bear Ketzler City Manager (907) 978-5848	258	51	No	\$150-\$250 per day \$.50 per mile	No No; Council sets annual COLA
<b>Atkasuk</b>					
Sherlene Oyagak City Clerk (907) 633-6811	250	11	No	Yes, \$75 for food/incidentals (going thru process to raise to \$75 day) 0	Yes, probation period completed No
<b>Seldovia</b>					
Jennifer Giles Deputy Clerk (907) 234-7643	243	11	Yes 24% 1	\$40 (\$10 Breakfast, \$10 Lunch, \$20 Dinner) \$.555	No No
<b>Kaktovik</b>					
Tori Sims Administrator (907) 640-6313	239	4	No	\$225.00 0	Yes No
<b>Port Lions</b>					
Kathryn Adkins City Clerk (907) 454-2332	205	5 FT, 4 PT	No	Yes, Varies depending on destination. N/A	Yes No

<b>Municipality Name of Person Providing Data</b>	<b>Population</b>	<b>Number of Full-time Equivalent Employees</b>	<b>Union Representation Percent of Employees Number of Bargaining Units</b>	<b>Travel Per Diem (This may include hotel) Mileage Reimbursement</b>	<b>Formal Performance Evaluation Annual Step Increases Acceptable Eval. Req. for Advancement</b>
<b>White Mountain</b> Amy Titus City Clerk (907) 638-3411	199	7	No	\$60.00 \$0.00	Yes Decided by the City Council Yes
<b>Whittier</b> Sally Schug Business Manager (907) 841-2492	189	20	No	\$60.00 \$0.565	Yes Yes Yes
<b>Ouzinkie</b> Linda Getz City Clerk (907) 680-2209	178	10	No	Off season-\$175 full day, \$85 half day; In season-\$225 full day, \$112 half day N/A	Yes No
<b>Coffman Cove</b> Misty Fitzpatrick City Administrator (907) 329-2233	156		No		No No
<b>Deering</b> Michael Jones Administrator (907)363-2136	152	5	No	\$100.00 0	No No No
<b>Tenakee Springs</b> Ruth Craine Finance Officer (907) 736-2207	145	19 Permanent PT	No	\$25.00 for skiff use	Yes No 0-3yrs  3-5yrs  5+yrs Yes
<b>Cold Bay</b> Dawn Lyons City Administrator (907) 532-2401	89	2	No	Federal Per Diem None	Yes No No
<b>Nikolai</b> Winchell Ticknor City Clerk (907) 293-2113	88	5 Part; 1 Full	No	No 0	No No No
<b>Larsen Bay</b> Allen Panamaroff Mayor (907) 847-2211	87	5	No	Depends on City and time of year 0	Yes No

<b>Municipality</b>	<b>Population</b>	<b>Number of Full-time Equivalent Employees</b>	<b>Union Representation Percent of Employees Number of Bargaining Units</b>	<b>Travel Per Diem (This may include hotel) Mileage Reimbursement</b>	<b>Formal Performance Evaluation Annual Step Increases Acceptable Eval. Req. for Advancement</b>
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<b>Kupreanof</b>					
Rebecca Regule City Clerk/Treasurer (907) 772-5044	26	1/2	No	No	No No



## Survey Key & Notes

### Column

- 1 **Municipality:** Name of Municipality
- 2 **Population:** Population of Municipality based on data provided by municipalities or DCCED
- 3 **Specific Working Title:** Write in the title for the position in your municipality, if different.
- 4 **Job Match:** This is a determination by survey respondents as to how well their job relates to survey description:
  - More** Municipality's job has substantially greater duties and responsibilities.
  - Same** Municipality's job has essentially the same responsibilities.
  - Less** Municipality's job has substantially fewer duties and responsibilities.
- 5 **Number of Employees:** The actual number of employees in this specific job.
- 6 **Union/Non-Union:** **Union**=Union represented; **Non**=Not represented by a union.
- 7 **Work Week Hours:** for example; 40 hours per week, 37.5 hours per week.
- 8 **Hourly Rate:**
  - Lowest Actual:** The lowest hourly wage actually paid to one or more of the employees in that specific job category.
  - Mean Average:** The average hourly wage paid to all of the employees included in that specific job category.
  - Highest Actual:** The highest hourly wage actually paid to one or more of the employees in that specific job category.
  - Note1:** In some cases the respondent gave the monthly rate. A simple formula was used to determine the hourly rate (Monthly Rate x 12 / Hours per week x 52.2 = hourly rate).
  - Note2:** In some cases, for "lowest actual" and "highest actual," respondents may have supplied the top and bottom of the full salary range for the job, rather than wages actually paid.
- 9 **Notes:** Further explanation of individual differences between communities.



# Salaries



## Accountant

Maintains accounting records for an organizational unit; prepares and supervises the preparation of all types of financial statements and reports; applies principles of accounting to install and maintain operation of general accounting system; modifies existing system to provide records of assets, liabilities, and financial transactions of establishment; audits or supervises the audit as to correctness of records, deposits, vouchers, etc. (not equivalent to a comptroller/finance director or to a treasurer in a company or government.)

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Chief Accountant	Same	1	Union	40	\$0.00	\$55.91	\$0.00	
Matanuska Susitna Borough	93,500	Accountant	Same	1	Union	40	\$0.00	\$39.34	\$0.00	
Kenai Peninsula Borough	51,900	Accounting Supervisor	Same	2	Non	40	\$34.66	\$36.91	\$39.15	
Juneau	32,164	Accountant II	Same	5	Meba	37.5	\$31.42	\$36.60	\$39.92	
Juneau	32,164	Accountant III	More	1	Union	37.5	\$0.00	\$40.39	\$0.00	
Kodiak Island Borough	13,592	Accountant	Same	2	Union	40	\$31.51	\$34.49	\$37.46	
Ketchikan Gateway Borough	13,477	Accountant Supervisor	More	2	Non	40	\$28.08	\$36.71	\$48.71	
Sitka	8,627	Accountant	Same	1	Non	40	\$0.00	\$31.87	\$0.00	
Sitka	8,627	Senior Accountant	More	1	Non	40	\$0.00	\$34.26	\$0.00	
Wasilla	8,064	Staff Accountant	More	1	Non	40	\$23.39	\$27.84	\$31.12	
Ketchikan	7,503	Senior Accountant	Same	3	Non	40	\$26.67	\$30.83	\$34.87	
Palmer	6,117	Controller	Same	1	Non	40	\$0.00	\$35.84	\$0.00	
Kodiak	5,974	Senior Accountant	More	1	Non	40	\$0.00	\$37.17	\$0.00	
Homer	5,551	Accounting Supervisor	Same	1	Non	40	\$26.82	\$38.13	\$41.66	
Unalaska	4,297	Senior Accountant	Same	2	Union	40	\$29.69	\$30.59	\$35.45	
North Pole	2,256	Accountant/Fiscal Agent	Same	1	Non	40	\$0.00	\$35.40	\$0.00	
Brevig Mission	388	Bookkeeper	More	2	Non	20	\$12.50	\$13.75	\$15.50	
Russian Mission	329	Clerk	More	1	Non	30	\$10.00	\$14.00	\$19.11	

Nulato	270	Bookkeeper	Same	1	Non	30	\$0.00	\$15.59	\$0.00	
Tanana	258	Accountant	Same	1	Non	40	\$20.00	\$23.00	\$28.00	
Port Lions	205	Accountant	Same	1	Non		\$0.00	\$0.00	\$0.00	contracted independently by city
Tenakee Springs	145	Electric Bookkeeper	Same	1	Non	4	\$16.50	\$17.00	\$18.00	12-15 hours a month
Tenakee Springs	145	Fuel Bookkeeper	Same	1	Non	10	\$16.50	\$18.00	\$18.00	35-40 hours a month

### Accounting Clerk

Performs a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing, and mailing warrants for payment of bills and reconciling designated accounts. May receive, account for, and data entry safeguard cash, checks, or other valuables as required in area of assignment. Maintains varied accounting office filing systems and records as directed to assure proper follow-through. Operate typewriter, word processor, and other office machines as required. This job may exist as a combination of jobs such as payroll clerk, time-keeper, and/or cashier.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Accounting Clerk	Same	1	Union	40	\$0.00	\$24.89	\$0.00	
Matanuska-Susitna Borough	93,500	Accounting Assistant II	More	4	Union	40	\$21.25	\$25.68	\$27.69	
Kenai Peninsula Borough	51,900	Accounting Clerk	Same	5	Union	40	\$22.04	\$23.37	\$26.55	
Juneau	32,164	City Cashier	Same	2	Meba	37.5	\$18.04	\$19.64	\$21.25	
Fairbanks	31,182	Accounting Specialist	Same	5	Union	40	\$24.95	\$27.73	\$29.60	
Kodiak Island Borough	13,592	Accounting Technician	Same	2	Union	40	\$25.23	\$25.55	\$25.86	
Ketchikan Gateway Borough	13,477	Accounting Technician	Same	4	Union	40	\$16.19	\$21.16	\$28.08	
North Slope Borough	9,643	Senior Accounting Specialist	Same	13	Non	37.5	\$24.18	\$30.23	\$36.27	
North Slope Borough	9,643	Accounting Clerk	Same	3	Non	37.5	\$21.93	\$27.42	\$32.90	
North Slope Borough	9,643	Accounts Payable Clerk	Same	2	Non	37.5	\$21.93	\$27.42	\$32.90	
North Slope Borough	9,643	Accounting Specialist	Same	1	Non	37.5	\$23.03	\$28.79	\$34.54	
Sitka	8,627	Accounting Clerk	More	4	Union	40	\$20.58	\$24.42	\$26.54	
Wasilla	8,064	Finance Clerk II/III	More	6	Non	40	\$19.34	\$24.01	\$28.30	low/high covers I and II range

Ketchikan	7,503	Accounting Technician	More	2	Union	40	\$20.66	<b>\$20.97</b>	\$21.28	
Palmer	6,117	Accounting Clerk/Technicians	Same	4	Non	40	\$20.10	<b>\$22.43</b>	\$25.36	
Kodiak	5,974	Accounting Clerk	Same	5	Non	40	\$19.92	<b>\$23.31</b>	\$29.94	
Homer	5,551	Accounting Technician II	Same	1	Non	40	\$19.10	<b>\$29.66</b>	\$29.66	Top of wage scale
Homer	5,551	Accounting Technician III	Same	1	Non	40	\$19.90	<b>\$29.99</b>	\$30.89	
Homer	5,551	Accounting Technician I	Same	1	Non	40	\$15.84	<b>\$24.61</b>	\$24.61	
Unalaska	4,297	Accounting Assistant II	Same	3	Union	40	\$24.42	<b>\$24.79</b>	\$29.16	1 position vacant. 7/13 1 position new-ports department 7/13
Valdez	4,144	Accounting Specialist	Same	5	Non	37.5	\$21.18	<b>\$27.20</b>	\$32.98	
Nome	3,598	Accounting/Payroll Technician	More	2	Union	40	\$30.38	<b>\$34.99</b>	\$39.88	
North Pole	2,256	AP Clerk/Receptionist/Sales Tax Clerk	More	1	Non	40	\$0.00	<b>\$17.33</b>	\$0.00	
Craig	1,201	Accounting Clerk I & Billing Clerk I	More	2	Non	40	\$17.93	<b>\$18.33</b>	\$18.72	
Bristol Bay Borough	1,073	Payroll/AP Clerk	Same	1	Non	40	\$27.25	<b>\$32.96</b>	\$41.37	
Bristol Bay Borough	1,073	Accounts Receivable/Tax Clerk	More	1	Non	40	\$27.25	<b>\$32.96</b>	\$41.37	
Skagway	862	Account Payable/Receivable Clerk	Same	1	Non	40	\$22.72	<b>\$0.00</b>	\$31.03	
Skagway	862	Clinic Billing Clerk	Less	1	Non	40	\$20.89	<b>\$0.00</b>	\$28.53	
Quinhagak	689	Bookkeeper	Same	1	Non	25	\$0.00	<b>\$18.38</b>	\$0.00	
Yakutat	610	Tax/Business License Clerk	More	1	Non	35	\$0.00	<b>\$25.58</b>	\$0.00	
Yakutat	610	Accounting Clerk	More	2	Non	35	\$16.00	<b>\$21.41</b>	\$26.82	
Saint Paul	459	Accounting Clerk	Same	5	Non	40	\$13.21	<b>\$18.21</b>	\$26.87	
Saxman	405	Finance Clerk	Same	1	Non	40	\$14.00	<b>\$15.00</b>	\$16.00	
Adak	321	Bookkeeper	Same	0	Non	30	\$0.00	<b>\$15.00</b>	\$0.00	Vacant
Seldovia	243	Deputy Clerk	Same	1	Non	30	\$0.00	<b>\$17.51</b>	\$0.00	

Port Lions	205	Billing Clerk	Same	1	Non	20	\$0.00	<b>\$9.00</b>	\$0.00
White Mountain	199	Utility Clerk	More	1	Non	35-40	\$12.00	<b>\$17.50</b>	\$0.00

### Cashier

Routine office work in the receipt or payment of bills and cashiering duties or mailing out notices; does routine office tasks; counts money to verify amounts and issues receipts for funds received; issues change and cashes checks; endorses checks for bank deposit. This job excludes supervisors of other clerks and bookkeeper. It is intended only for those positions in which cashiering is the major responsibility and performed a majority of the time.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Treasurer's Assistant	Same	2	Union	40	\$23.42	<b>\$27.48</b>	\$31.54	
Matanuska-Susitna Borough	93,500	Accounting Assistant I - Collections	More	3	Union	40	\$24.36	<b>\$25.19</b>	\$25.36	
Kodiak Island Borough	13,592	Cashier	Same	1	Union	40	\$0.00	<b>\$25.23</b>	\$0.00	
Sitka	8,627	Customer Service	More	1	Union	40	\$0.00	<b>\$15.12</b>	\$0.00	
Wasilla	8,064	Cashier	Same	1	Non	40	\$14.64	<b>\$16.20</b>	\$19.49	
Ketchikan	7,503	Customer Service Representative	Same	2	Union	40	\$18.89	<b>\$19.62</b>	\$20.35	
Palmer	6,117	Cashier/Receptionist	More	1.5	Non	40/20	\$16.07	<b>\$16.39</b>	\$16.71	Both paid same wages
Kodiak	5,974	Accounting Technician/Cashier	More	1	Non	40	\$0.00	<b>\$19.43</b>	\$0.00	
Homer	5,551	Customer Service Cashier	Same	1	Non	40	\$16.67	<b>\$19.39</b>	\$25.87	
Unalaska	4,297	Accounting Assistant I	Same	2	Union	40	\$20.10	<b>\$20.40</b>	\$24.00	Position currently vacant due to promotion
Nome	3,598	Accounting Clerk	Same	1	Union	37.5	\$0.00	<b>\$24.62</b>	\$0.00	
Craig	1,201	Cashier	Less	1	Non	25	\$12.87	<b>\$14.14</b>	\$15.15	
Sand Point	983	Administrative Assistant	More	1	Non	40	\$0.00	<b>\$18.41</b>	\$0.00	
Noorvik	636	Bingo Manager	Same	1	Non	35	\$21.00	<b>\$0.00</b>	\$24.90	
Saint Paul	459	Cashier	Same	1	Non	40	\$0.00	<b>\$13.61</b>	\$0.00	
Brevig Mission	388	Bingo Worker	Less	4	Non	15	\$12.00	<b>\$0.00</b>	\$17.00	

## Finance Director

Directs and coordinates complex and responsible accounting and financial activities; formulates and executes fiscal policy management and investment; prepares financial data for the budget and reports for the elected body.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Chief Financial Officer	More	1	Union	40	\$0.00	\$57.94	\$0.00	Director Of Finance
Matanuska-Susitna Borough	93,500	Finance Director	More	1	Non	40	\$0.00	\$71.26	\$0.00	
Kenai Peninsula Borough	51,900	Finance Director	Same	1	Non	40	\$0.00	\$54.28	\$0.00	Plus Car Allowance
Juneau	32,164	Finance Director	Same	1	Non	40	\$0.00	\$56.54	\$0.00	
Fairbanks	31,182	Chief Finance Officer/Treasurer	More	1	Union	40+	\$0.00	\$50.99	\$0.00	
Kodiak Island Borough	13,592	Finance Director	Same	1	Non	40	\$0.00	\$56.99	\$0.00	Includes 15% longevity.
Ketchikan Gateway Borough	13,477	Finance Director	More	1	Non	40	\$0.00	\$55.69	\$0.00	
North Slope Borough	9,643	Director of Administration & Finance	Same	1	Non	37.5	\$70.73	\$88.41	\$106.10	
Sitka	8,627	Finance Director	Same	1	Non	40	\$0.00	\$52.81	\$0.00	
Wasilla	8,064	Director of Finance	Same	1	Non	40	\$43.85	\$52.20	\$58.34	
Ketchikan	7,503	Finance Director	Same	1	Non	40	\$0.00	\$64.97	\$0.00	
Palmer	6,117	Finance Director	Same	1	Non	40	\$0.00	\$43.73	\$0.00	
Kodiak	5,974	Finance Director	More	1	Non	40	\$0.00	\$53.96	\$0.00	
Homer	5,551	Finance Director	Same	1	Non	40	\$30.51	\$44.62	\$47.34	
Unalaska	4,297	Finance Director	Same	0	Non	40	\$0.00	\$50.91	\$0.00	position currently filled by PT contract employee, recruiting for a full time
Valdez	4,144	Finance Director	Same	1	Non	40	\$0.00	\$49.46	\$0.00	Salary Exempt
Nome	3,598	Controller, C. F. O.	Same	1	Exempt	37.5	\$0.00	\$46.15	\$0.00	
Houston	1,912	Treasurer/Personnel Officer	More	1	Non	40+	\$0.00	\$24.10	\$0.00	

Lake & Peninsula Borough	1,620	Finance Officer	More	1	Non	40	\$0.00	\$0.00	\$0.00	\$83,000 annually
Sand Point	983	Finance Director	More	1	Non	40	\$0.00	\$23.60	\$0.00	
King Cove	953	Finance Clerk	Less	1	Non	40	\$0.00	\$22.41	\$0.00	
Noorvik	636	Financial Officer	Same	1	Non	35	\$21.00	\$0.00	\$24.90	
Yakutat	610	Finance Director	Same	1	Non	37.5	\$0.00	\$32.59	\$0.00	
Saint Paul	459	Finance Director	Same	1	Non	40	\$0.00	\$42.54	\$0.00	
Saxman	405	Finance Officer	More	1	Non	40	\$28.85	\$28.85	\$28.85	
Seldovia	243	Treasurer	More	1	Non	40	\$0.00	\$21.69	\$0.00	
Tenakee Springs	145	Finance Officer	Less	1	Non	10	\$17.50	\$18.00	\$19.00	

### Treasurer

Manages and invests cash assets.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Treasurer/Budget Manager	Same	1	Union	40	\$0.00	\$48.62	\$0.00	
Juneau	32,164	Treasurer	More	1	Non	40	\$0.00	\$43.99	\$0.00	
North Slope Borough	9,643	Controller	Same	1	Non	37.5	\$47.87	\$59.84	\$71.81	
Sitka	8,627	Deputy Budget/ Treasury Officer	Same	1	Union	40	\$0.00	\$22.10	\$0.00	
Sitka	8,627	Budget/Treasury Officer	More	1	Non	40	\$0.00	\$32.62	\$0.00	
Unalaska	4,297	Controller/Treasurer	Same	1	Non	40	\$0.00	\$47.01	\$0.00	16 year employee
Denali Borough	1,826	Borough Treasurer	More	1	Non	40	\$0.00	\$25.17	\$0.00	
Craig	1,201	Treasurer	More	1	Non	40	\$0.00	\$26.61	\$0.00	
Delta Junction	1,098	Finance Director	Same	1	Non	35+	\$0.00	\$34.89	\$0.00	

Bristol Bay Borough	1,073	Finance Director	More	1	Non	40	\$31.20	<b>\$37.36</b>	\$46.91
Skagway	862	Municipal Treasurer	Same	1	Non	40	\$33.72	<b>\$0.00</b>	\$46.04
Nulato	270	Treasurer	More	1	Non	30	\$0.00	<b>\$15.14</b>	\$0.00
Coffman Cove	156	Treasurer	More	1	Non	20	\$0.00	<b>\$16.00</b>	\$0.00
Kupreanof	26	Treasurer	More	1	Non	10	\$0.00	<b>\$20.00</b>	\$0.00

### Appraiser

This is technical work that requires knowledge of zoning, building construction practices, and building and land values. Performs and explains residential, commercial agricultural, and personal appraisals to establish a fair market basis of tax assessments; completes assignments independently.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Appraiser II	Same	7	Union	40	\$34.60	<b>\$37.10</b>	\$41.36	
Matanuska-Susitna Borough	93,500	Appraiser	Same	6	Union	40	\$24.09	<b>\$28.51</b>	\$30.80	
Kenai Peninsula Borough	51,900	Senior Appraiser	Same	4	Union	40	\$26.79	<b>\$30.82</b>	\$33.45	
Kodiak Island Borough	13,592	Appraiser	Same	1	Union	40	\$0.00	<b>\$33.93</b>	\$0.00	Includes 5% longevity
Ketchikan Gateway Borough	13,477	Appraiser	Same	3	Union	40	\$17.43	<b>\$36.60</b>	\$47.26	

### Assessment Clerk

Under supervision of the Assessor, maintains real and personal property records, title records, maps and tax records and computes land area for the city/borough assessor. Requires knowledge of legal land description terminology; real property deeds; leases and sales contracts; routine mapping techniques; terminology and techniques of real and personal property appraisal.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Assessing Clerk	Same	2	Union	40	\$19.68	<b>\$20.27</b>	\$20.86	
Matanuska-Susitna Borough	93,500	Assessment Assistant	Same	4	Union	40	\$20.64	<b>\$23.12</b>	\$25.85	
Kenai Peninsula Borough	51,900	Assessing Clerk	Same	4	Union	40	\$19.70	<b>\$23.00</b>	\$27.08	
Juneau	32,164	Administrative Assistant II	Same	1	Union	37.5	\$0.00	<b>\$21.95</b>	\$0.00	
Kodiak Island Borough	13,592	Assessment Clerk	Same	1	Union	40	\$0.00	<b>\$22.30</b>	\$0.00	
Ketchikan Gateway Borough	13,477	Secretary	Same	1	Union	40	\$20.23	<b>\$26.44</b>	\$35.09	
Sitka	8,627	Administrative Assistant Assessing	Same	1	Union	40	\$0.00	<b>\$22.16</b>	\$0.00	

## Assessor

Supervises and directs the inspection and appraisal; of real property to determine fair value and assesses taxes in accordance with prescribed schedules, considering market value and location.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Borough Assessor	Same	1	Union	40	\$0.00	\$55.41	\$0.00	
Matanuska-Susitna Borough	93,500	Borough Assessor	More	1	Non	40	\$0.00	\$45.94	\$0.00	
Kenai Peninsula Borough	51,900	Director of Assessing	Same	1	Non	40	\$0.00	\$46.62	\$0.00	Plus Car Allowance
Juneau	32,164	Assessor	Same	1	Non	40	\$0.00	\$49.62	\$0.00	
Kodiak Island Borough	13,592	Assessor	Same	1	Non	40	\$0.00	\$50.37	\$0.00	Includes 5% longevity.
Ketchikan Gateway Borough	13,477	Director of Assessment	Same	1	Non	40	\$31.16	\$41.98	\$54.06	
Sitka	8,627	Assessor	Same	1	Non	40	\$0.00	\$39.24	\$0.00	

## Administrative Assistant

Entry level public administration position relieving the chief officer of administrative detail by carrying out special projects and assisting department head and staff where needed. May prepare reports or do research as directed. May supervise clerical staff.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Matanuska-Susitna Borough	93,500	Administrative Secretary II	More	7	Union	40	\$24.58	<b>\$29.07</b>	\$33.33	
Kenai Peninsula Borough	51,900	Administrative Assistant	Same	20	Non	40	\$22.55	<b>\$26.27</b>	\$31.01	
Juneau	32,164	Administrative Assistant II	More	15	Both	37.5	\$24.95	<b>\$24.40</b>	\$27.58	6 union & 8 non-union, 1 PSEA
Fairbanks	31,182	Administrative Assistant	Same	4	Union	40	\$24.82	<b>\$27.58</b>	\$27.58	
Kodiak Island Borough	13,592	Grant Writer	Same	1	Non	40	\$0.00	<b>\$31.51</b>	\$0.00	Includes 5% longevity
Kodiak Island Borough	13,592	Administrative Assistant	More	1	Non	40	\$0.00	<b>\$36.54</b>	\$0.00	
Ketchikan Gateway Borough	13,477	Administrative Assistant	More	6	Both	40	\$19.35	<b>\$23.49</b>	\$33.57	
Sitka	8,627	Administrative Assistant	More	4	Both	40	\$17.50	<b>\$19.67</b>	\$24.67	
Wasilla	8,064	Administrative Assistant- Police	More	3	Union	40	\$18.88	<b>\$23.22</b>	\$27.54	No change pending union negotiations.
Wasilla	8,064	Executive Assistant to Mayor	More	1	Non	40	\$23.39	<b>\$29.11</b>	\$31.12	
Palmer	6,117	Grants Coordinator	Same	0	Non	40	\$0.00	<b>\$24.49</b>	\$0.00	vacant
Palmer	6,117	Administrative Assistant	Same	3.7	Non	1-28,3-40	\$14.85	<b>\$20.22</b>	\$22.53	1 @ 15 hrs/wk, 3 @ 40 hrs/wk
Homer	5,551	Administrative Assistant	Same	1	Non	40	\$18.30	<b>\$22.22</b>	\$28.40	
Valdez	4,144	Executive Assistant/Secretary	More	1	Non	37.5	\$0.00	<b>\$28.67</b>	\$0.00	
Nome	3,598	Administrative Assistant	Same	1	Union	40	\$0.00	<b>\$20.02</b>	\$0.00	
Nome	3,598	Collection Assistant	Same	1	Union	37.5	\$0.00	<b>\$22.01</b>	\$0.00	
Houston	1,912	Support Services	More	0	Non	40	\$0.00	<b>\$13.00</b>	\$0.00	Department Inactive at this time
Lake & Peninsula Borough	1,620	Administrative Assistant	More	1	Non	35	\$17.00	<b>\$0.00</b>	\$0.00	

Craig	1,201	Receptionist	Less	1	Non	40	\$16.70	\$0.00	\$0.00	
Skagway	862	Visitor Information Specialist	Same	1	Non	40	\$15.39	\$0.00	\$21.02	
Skagway	862	Police Clerk	More	1	Non	40	\$22.72	\$0.00	\$31.03	
Skagway	862	Emergency Services Administrator	Same	1	Non	40	\$28.22	\$0.00	\$38.53	Prev position dissolved, replaced w/new title & pay
Skagway	862	Clinic Administrative Assistant	Same	1	Non	40	\$22.72	\$0.00	\$31.03	
Skagway	862	Fire Department Maintenance/Clerical	More	1	Non	40	\$20.89	\$22.79	\$28.53	New position; also does maintenance
Skagway	862	Recreation Assistant	More	4	Non	40	\$17.22	\$0.00	\$23.52	
Nenana	479	Administrative Assistant/Accounting Clerk	More	1	Non	40	\$0.00	\$14.09	\$0.00	New employee
Saint Paul	459	Administrative Assistant	Same	2	Non	40	\$15.64	\$0.00	\$20.11	
Saxman	405	Grant Writer	More	1	Non	40	\$25.00	\$25.00	\$25.00	
Tanana	258	Administrative Assistant	Same	1	Non	40	\$12.00	\$15.00	\$18.00	
Nikolai	88	Administrative Assistant	Same	1	Non	15	\$0.00	\$0.00	\$0.00	

### Executive Secretary

Personal assistant to top manager; interviews callers, supplies information, makes appointments; transcribes notes with word processor; types a variety of letters and reports, including confidential material; composes letters and reports from brief notes or instructions and occasionally without instruction; indexes and files correspondence, and other duties as assigned.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Executive Administrative Assistant	Same	1	Non	40	\$0.00	\$35.79	\$0.00	
Juneau	32,164	Executive Assistant II	More	1	Non	37.5	\$25.58	\$27.31	\$0.00	
Juneau	32,164	Executive Assistant III	More	1	Non	37.5	\$29.43	\$32.48	\$0.00	
Fairbanks	31,182	Executive Coordinator/PIO	More	1	Non	40	\$0.00	\$28.29	\$0.00	
Ketchikan Gateway Borough	13,477	Executive Secretary	Same	3	Non	40	\$19.06	\$25.30	\$33.07	
Ketchikan	7,503	Administrative Assistant - CMO	More	1	Non	40+	\$0.00	\$25.43	\$0.00	

Palmer	6,117	Executive Secretary	More	1	Non	40	\$0.00	\$31.61	\$0.00
Homer	5,551	Administrative Assistant	More	1	Non	40	\$19.10	\$19.89	\$36.95
Unalaska	4,297	Administrative Coordinator	Same	1	Non	40	\$0.00	\$25.09	\$0.00
Nome	3,598	Executive Assistant	More	1	Non	37.5	\$0.00	\$27.52	\$0.00

### General Clerical-Entry Level

Performs a variety of clerical and office duties of a routine and repetitive nature such as typing, filing, and simple posting, which are usually performed under specific procedures and/or close direction from a higher classified employee. May be assigned to specific duties of routine nature where supervision is infrequent such as mail distribution, receptionist, and telephone activities. This position requires very little or no prior office experience.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Clerk Typist/Receptionist	Same	1	Union	40	\$0.00	\$21.48	\$0.00	
Matanuska-Susitna Borough	93,500	Office Assistant	Same	1	Union	40	\$17.13	\$20.86	\$22.56	
Juneau	32,164	Office Assistant II	Same	2	Non	37.5	\$16.37	\$16.63	\$16.89	
Kodiak Island Borough	13,592	General Clerical	Same	5	Union	40	\$18.76	\$21.09	\$23.43	
Ketchikan Gateway Borough	13,477	Receptionist	Same	2	Both	Varies	\$13.94	\$15.43	\$19.79	
North Slope Borough	9,643	Office Specialist	Same	35	Non	37.5	\$23.03	\$28.79	\$34.55	
Sitka	8,627	Office Assistant	More	1	Union	20	\$14.25	\$17.92	\$17.31	
Wasilla	8,064	Clerical Assistant	More	1	Non	40	\$14.64	\$17.83	\$19.49	
Kodiak	5,974	General Clerical	Same	6	Non	40	\$20.15	\$22.34	\$24.76	
Unalaska	4,297	Administrative Assistant II	Same	4	Union	40	\$16.16	\$19.74	\$21.75	One position non-union. 1 union position filled 10/2012
Nome	3,598	Secretary	Same	1	Union	37.5	\$0.00	\$20.89	\$0.00	
Denali Borough	1,826	Administrative Assistant	More	1	Non	32	\$0.00	\$14.75	\$0.00	
Skagway	862	Tax Clerk	More	1	Non	40	\$22.72	\$0.00	\$31.03	
Skagway	862	Clinic Receptionist/Billing Clerk	More	1	Non	40	\$17.22	\$0.00	\$23.01	

Whittier	189	Deputy City Clerk	More	1	Non	40	\$0.00	\$17.73	\$0.00
Ouzinkie	178	Assistant Clerk	Same	1	Non	15	\$0.00	\$12.00	\$0.00
Deering	152	Administrator	Same	1	Non	30	\$19.00	\$21.00	\$21.00

**General Clerical-Sr. Level**

Performs a variety of more complex and diverse clerical and secretarial work requiring independent judgment and full-scope knowledge of office clerical procedures and practices. Activities are typically oriented to the specialized nature of the office of function to which assigned. Screens and answers inquiries from other departments and public. May independently compose memoranda and correspondence. May assign and review work of other lower classified clerical employees. The classification excludes supervisors or other clerks and specialists such as accounting clerks, bookkeepers, and payroll clerks.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Administrative Assistant IV	Same	1	Union	40	\$29.79	\$30.10	\$34.36	
Fairbanks North Star Borough	100,272	Administrative Assistant V	Same	3	Union	40	\$30.83	\$32.26	\$33.21	
Fairbanks North Star Borough	100,272	Administrative Assistant III	Same	8	Both	40	\$23.31	\$27.68	\$35.57	
Matanuska Susitna Borough	93,500	Administrative Secretary I	Same	12	Union	40	\$19.81	\$23.08	\$27.71	
Kenai Peninsula Borough	51,900	Senior Clerk Typist	Same	1	Union	40	\$0.00	\$23.65	\$0.00	
Juneau	32,164	Administrative Assistant I	Same	25	Both	37.5	\$18.04	\$19.40	\$23.17	11 union & 14 non-union, 3/40 hrs & 22/37.5 hrs
Wasilla	8,064	PW Clerk	Same	1	Non	40	\$21.27	\$28.30	\$28.30	
Wasilla	8,064	Planning Clerk	More	1	Non	40	\$21.27	\$27.07	\$28.30	
Ketchikan	7,503	Administrative Assistant	Same	8	Non	40	\$18.41	\$21.60	\$23.73	
Homer	5,551	Administrative Supervisor	More	1	Non	40	\$20.71	\$23.41	\$32.13	
Unalaska	4,297	Office Manager	Same	1	Non	40	\$0.00	\$35.18	\$0.00	Incumbant @ top of wage scale
Unalaska	4,297	Billing/Scheduling Clerk	Same	1	Union	40	\$0.00	\$22.21	\$0.00	
Unalaska	4,297	Operations/Facilities Manager	Same	1	Non	40	\$0.00	\$25.09	\$0.00	EE promoted
Valdez	4,144	Administrative Assistant/Senior Office	Same	5.5	Non	37.5	\$19.99	\$22.95	\$25.73	PT employees=20 hours/week
North Pole	2,256	Utility/AR	Same	1	Non	40	\$0.00	\$23.16	\$0.00	

Delta Junction	1,098	General Clerical-Sr.	Same	1	Non	40	\$0.00	\$18.15	\$0.00
Skagway	862	Clinic Administrative Manager	More	1	Non	40	\$26.39	\$0.00	\$36.03
Anderson	275	DMV Clerk	Same	1	Non	12	\$10.00	\$0.00	\$15.00
Whittier	189	Executive Assistant	More	1	Non	40	\$0.00	\$23.75	\$0.00
Ouzinkie	178	Utility Clerk	More	1	Non	25	\$0.00	\$17.33	\$0.00

### Legal Secretary

This position is responsible for taking and transcribing legal dictation, letters, affidavits, orders, briefs, complaints, legal opinions; has knowledge of legal terms; prepares all legal documents relative to legal cases; proofreads legal and other materials; insures legal notices and other forms are prepared and processed to meet legal requirements and deadlines; often work is confidential in nature. This job excludes the chief administrative officer's or manager's secretary.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Legal Administrative Assistant	Same	1	Non	40	\$0.00	\$35.97	\$0.00	
Matanuska-Susitna Borough	93,500	Legal Secretary II	Same	2	Non	40	\$24.09	\$25.24	\$27.39	
Kenai Peninsula Borough	51,900	Legal Assistant	Same	2	Non	40	\$25.95	\$29.57	\$33.18	
Juneau	32,164	Legal Assistant II	Same	1	Non	37.5	\$22.94	\$22.67	\$26.13	
Fairbanks	31,182	Legal Secretary	Same	1	Union	40	\$27.48	\$30.54	\$0.00	
Ketchikan Gateway Borough	13,477	Legal Secretary	Same	1	Non	40	\$0.00	\$25.31	\$0.00	See Job Match
Ketchikan Gateway Borough	13,477	Paralegal	More	1	Non	40	\$22.46	\$29.80	\$38.96	
Sitka	8,627	Legal Assistant	More	1	Non	40	\$0.00	\$25.25	\$0.00	
Ketchikan	7,503	Legal Secretary	Same	1	Non	40	\$0.00	\$26.59	\$0.00	

### Data Processing Manager or Information Management

Performs system analysis, design, programming, and complex problem solving. Responsible for retention and control of data, system configuration, and installation, and operation of new and upgraded software and hardware. May create and update procedural manuals for operation of DP systems. Reviews manual systems for possible automation. Reviews and maintains automated systems for efficiency and effectiveness. Supervises Data Processing staff and interfaces with other departments. This is both a technical and administrative position that is responsible for operation and maintenance of all computer systems.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Kenai Peninsula Borough	51,900	Systems Manager	Same	1	Non	40	\$0.00	\$47.76	\$0.00	
Juneau	32,164	Management Information Systems Director	More	1	Non	40	\$0.00	\$51.26	\$0.00	
Kodiak Island Borough	13,592	Geographic Information Systems Analyst	Same	1	Union	40	\$0.00	\$29.26	\$0.00	
Kodiak Island Borough	13,592	Management Information System Supervisor	Less	1	Union	40	\$0.00	\$44.52	\$0.00	Includes 10% longevity
Kodiak Island Borough	13,592	Personal Computer Technician	Less	1	Union	40	\$0.00	\$27.17	\$0.00	
Ketchikan Gateway Borough	13,477	IT Director	Same	1	Non	40	\$31.16	\$40.74	\$54.06	
Sitka	8,627	Information Systems Director	More	1	Non	40	\$0.00	\$43.30	\$0.00	
Ketchikan	7,503	IT Director	Same	1	Non	40	\$0.00	\$50.01	\$0.00	
Kodiak	5,974	Information Systems Administrator	Same	2	Non	40	\$29.03	\$32.03	\$35.03	
Homer	5,551	IT Manager	Same	1	Non	40	\$27.59	\$32.08	\$42.82	
Unalaska	4,297	Information Systems Supervisor	Same	1	Non	40	\$0.00	\$43.39	\$0.00	
Valdez	4,144	IT Director	Same	1	Non	40	\$0.00	\$56.64	\$0.00	Exempt
Bristol Bay Borough	1,073	IT Technician	Same	1	Non	40	\$21.74	\$26.38	\$31.11	

### Programmer/Analyst

Responsible for analyzing financial systems and procedures and adapting them to data processing. Analyzes work systems or processes and reduces them into a series of logical steps. Writes instructions; reduces the computer steps to machine instructions. Advises and collaborates with other departments; tests and debugs programs and conducts training courses while providing technical assistance on an as needed basis.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Network Services Manager	Same	1	Union	40	\$0.00	\$52.42	\$0.00	

Fairbanks North Star Borough	100,272	Analyst/Programmer	Same	8	Both	40	\$33.04	<b>\$37.84</b>	\$43.82	
Matanuska-Susitna Borough	93,500	Programmer/Analyst	Same	3	Union	40	\$31.35	<b>\$34.01</b>	\$39.34	
Kenai Peninsula Borough	51,900	Enterprise Applications Developer	Same	4	Union	40	\$33.84	<b>\$40.86</b>	\$43.48	
Juneau	32,164	Data Processor Program/Analyst II	More	4	Union	37.5	\$40.08	<b>\$42.61</b>	\$41.28	
Juneau	32,164	Data Processor Program/Analyst I	More	1	Both	37.5	\$34.68	<b>\$37.40</b>	\$35.44	1 union
Fairbanks	31,182	Network Engineer	More	1	Union	40	\$0.00	<b>\$33.02</b>	\$0.00	
Fairbanks	31,182	System Network Administrator	Same	1	Union	40	\$0.00	<b>\$31.50</b>	\$0.00	Correction from last year.
Fairbanks	31,182	Programmer/Analyst	Same	1	Union	40	\$0.00	<b>\$39.29</b>	\$0.00	Correction from last year.
Kodiak Island Borough	13,592	Programmer/Analyst	Same	1	Union	20	\$0.00	<b>\$41.34</b>	\$0.00	Includes 10% longevity.
North Slope Borough	9,643	Systems Administrator	Same	1	Non	37.5	\$47.87	<b>\$59.84</b>	\$71.81	
Sitka	8,627	Information Systems Analyst	More	1	Non	40	\$0.00	<b>\$34.75</b>	\$0.00	
Ketchikan	7,503	Senior Programmer/Analyst	Same	2	Non	40	\$34.86	<b>\$35.39</b>	\$35.91	
Unalaska	4,297	Computer Specialist	Same	1	Union	40	\$0.00	<b>\$26.92</b>	\$0.00	New Hire

## Attorney-Municipal

Can be either a salaried employee of the city, or on retainer and used as needed

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Borough Attorney	Same	1	Non	40	\$0.00	\$66.93	\$0.00	
Matanuska-Susitna Borough	93,500	Borough Attorney	Same	1	Non	40	\$0.00	\$69.56	\$0.00	
Kenai Peninsula Borough	51,900	Borough Attorney	Same	1	Non	40	\$0.00	\$57.59	\$0.00	Plus Car Allowance
Juneau	32,164	Assistant City/Borough Attorney	More	1	Non	37.5	\$44.57	\$60.36	\$54.82	
Juneau	32,164	City/Borough Attorney	More	1	Non	40.0	\$0.00	\$67.69	\$0.00	Determined by the Assembly
Fairbanks	31,182	City Attorney	Same	1	Non	40	\$0.00	\$47.49	\$0.00	
Ketchikan Gateway Borough	13,477	Attorney Municipal	Same	1	Non	40	\$0.00	\$63.98	\$0.00	
North Slope Borough	9,643	Borough Attorney	Same	1	Non	37.5	\$70.73	\$88.41	\$106.10	
Sitka	8,627	Municipal Attorney	Same	1	Non	40	\$0.00	\$55.05	\$0.00	
Ketchikan	7,503	Municipal Attorney	Same	1	Non	40+	\$0.00	\$0.00	\$0.00	Contract
Palmer	6,117	Attorney-Municipal	Same	1	Non	Varies	\$0.00	\$0.00	\$0.00	Contract
Homer	5,551	Municipal Attorney	Same	1	Non		\$0.00	\$0.00	\$0.00	Contract
North Pole	2,256	Attorney	Same	1	Non	Varies	\$0.00	\$200.00	\$0.00	
Houston	1,912	Attorney	Same	1	Non		\$0.00	\$0.00	\$0.00	On Call
Adak	321	Attorney	Same	1	Non	As Needed	\$0.00	\$0.00	\$0.00	

## Clerk-Municipal

May be appointed by the governing body or by an administrator. Attends meeting of the governing body and keeps journal; has custody of the official municipal seal, assures notice for public meetings and maintains public records; manages municipal records; prepares agendas and packets; administers municipal elections; acts as parliamentary advisor to governing body; and performs other duties as directed.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Borough Clerk	Same	1	Non	40	\$0.00	\$52.41	\$0.00	
Matanuska Susitna Borough	93,500	Borough Clerk	Same	1	Non	40	\$0.00	\$46.15	\$0.00	
Kenai Peninsula Borough	51,900	Borough Clerk	Same	1	Non	40	\$0.00	\$47.70	\$0.00	Plus Car Allowance
Juneau	32,164	Municipal Clerk	Same	2	Non	40	\$30.74	\$39.13	\$47.51	
Fairbanks	31,182	City Clerk	More	1	Non	40+	\$0.00	\$35.13	\$0.00	
Kodiak Island Borough	13,592	Borough Clerk	Same	1	Non	40	\$0.00	\$49.15	\$0.00	
Ketchikan Gateway Borough	13,477	Borough Clerk	Same	1	Non	40	\$0.00	\$37.50	\$0.00	
North Slope Borough	9,643	Borough Clerk	Same	1	Non	37.5	\$37.51	\$46.88	\$56.26	
Sitka	8,627	Municipal Clerk	Same	1	Non	40	\$0.00	\$47.69	\$0.00	
Wasilla	8,064	City Clerk	More	1	Non	40	\$0.00	\$48.51	\$0.00	Pending Council to issue
Ketchikan	7,503	City Clerk	Same	1	Non	40+	\$0.00	\$36.54	\$0.00	
Palmer	6,117	City Clerk	Same	1	Non	40	\$0.00	\$43.23	\$0.00	
Kodiak	5,974	City Clerk	More	1	Non	40	\$0.00	\$47.26	\$0.00	Contract Employee
Homer	5,551	City Clerk	Same	1	Non	40	\$29.04	\$37.76	\$45.09	
Unalaska	4,297	City Clerk	More	1	Non	40	\$33.73	\$41.93	\$47.45	
Valdez	4,144	City Clerk	Same	1	Non	40	\$0.00	\$47.68	\$0.00	Exempt-appointed
Nome	3,598	City Clerk	More	1	Non	37.5	\$0.00	\$34.47	\$0.00	
North Pole	2,256	HR Manager	More	1	Non	40	\$0.00	\$34.76	\$0.00	HR Director

Houston	1,912	City Clerk	Same	1	Non	40	\$0.00	<b>\$21.00</b>	\$21.00	
Denali Borough	1,826	Borough Clerk	More	1	Non	40	\$0.00	<b>\$30.37</b>	\$0.00	Wage includes Office Manager stipend
Lake & Peninsula Borough	1,620	Borough Clerk	More	1	Non	Varies	\$0.00	<b>\$0.00</b>	\$0.00	\$79,000 annually
Craig	1,201	City Clerk	Same	1	Non	25	\$0.00	<b>\$22.47</b>	\$0.00	
Delta Junction	1,098	City Clerk	More	1	Non	40+	\$0.00	<b>\$27.17</b>	\$0.00	
Bristol Bay Borough	1,073	Clerk/Financial Assistant	Same	1	Non	40	\$28.31	<b>\$33.89</b>	\$42.55	
Sand Point	983	City Clerk	More	1	Non	contract	\$0.00	<b>\$22.24</b>	\$0.00	
King Cove	953	City Clerk	Less	1	Non	40	\$0.00	<b>\$18.54</b>	\$0.00	
Skagway	862	Municipal Clerk	Same	1	Non	40	\$33.72	<b>\$0.00</b>	\$46.04	
Quinhagak	689	City Clerk	Same	1	Non	30	\$13.03	<b>\$14.39</b>	\$22.00	Wage reflects salary range
Noorvik	636	City Clerk	Same	1	Non	35	\$18.00	<b>\$0.00</b>	\$21.00	
Yakutat	610	Municipal Clerk	Same	1	Non	37.5	\$0.00	<b>\$29.39</b>	\$0.00	
Nenana	479	City Clerk/Treasurer	More	1	Non	40	\$0.00	<b>\$22.26</b>	\$0.00	
Chefornak	465	City Clerk	Same	1	Non	30	\$14.00	<b>\$15.00</b>	\$0.00	
Saint Paul	459	Municipal Clerk	Same	1	Non	40	\$0.00	<b>\$42.54</b>	\$0.00	
Saxman	405	City Clerk/Administrator	More	1	Non	40	\$33.65	<b>\$33.65</b>	\$33.65	Clerk-Municipal/Admunstrator combined position
Brevig Mission	388	City Clerk	Same	1	Non	15	\$15.00	<b>\$15.00</b>	\$0.00	
Adak	321	Clerk	Same	1	Non	40	\$0.00	<b>\$20.86</b>	\$0.00	
Anderson	275	Clerk/Treasurer	More	1	Non	10	\$15.00	<b>\$0.00</b>	\$25.00	
Anderson	275	Clerk	Same	1	Non	28	\$14.00	<b>\$0.00</b>	\$24.00	
Nulato	270	City Clerk	Same	1	Non	30	\$0.00	<b>\$13.00</b>	\$0.00	
Atkasuk	250	City Clerk	More	1	Non	37.5	\$25.00	<b>\$25.00</b>	\$25.00	

Seldovia	243	Clerk	Same	1	Non	40	\$0.00	<b>\$22.75</b>	\$0.00	
Kaktovik	239	Clerk Municipal	Same	1	Non	37.5	\$20.00	<b>\$25.00</b>	\$35.00	
Port Lions	205	Cashier	Same	1	Non	20	\$0.00	<b>\$17.00</b>	\$0.00	
Port Lions	205	City Clerk	More	1	Non	30	\$0.00	<b>\$22.00</b>	\$0.00	
White Mountain	199	City Clerk	More	1	Non	35-40	\$12.00	<b>\$19.04</b>	\$0.00	
Whittier	189	City Clerk	Same	1	Non	40	\$0.00	<b>\$27.50</b>	\$0.00	
Ouzinkie	178	City Clerk	More	1	Non	25	\$0.00	<b>\$16.17</b>	\$0.00	
Coffman Cove	156	City Clerk	More	1	Non	20	\$0.00	<b>\$16.00</b>	\$0.00	
Tenakee Springs	145	City Clerk	Same	2	Non	20	\$17.50	<b>\$18.00</b>	\$19.00	Job share between positions
Cold Bay	89	City Administrator/Clerk	More	1	Non	40	\$0.00	<b>\$27.50</b>	\$27.50	
Nikolai	88	City Clerk	More	1	Non	20	\$20.00	<b>\$20.00</b>	\$20.00	
Larsen Bay	87	City Clerk	Same	1	Non	40	\$0.00	<b>\$21.25</b>	\$0.00	
Kupreanof	26	City Clerk	Same	1	Non	10	\$0.00	<b>\$20.00</b>	\$0.00	

**Council or Assembly Member**

This is an elected position.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Assembly Member	Same	7	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$900/month, \$1100/month for pres
Matanuska-Susitna Borough	93,500	Assembly Member	Same	7	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$1108.33 per month
Kenai Peninsula Borough	51,900	Assembly Member	Same	9	Non		\$0.00	<b>\$0.00</b>	\$0.00	Pres. \$500/mo, Members \$400/mo, Plus Car Allowance
Juneau	32,164	Assembly Member	More	8	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$6,000.00 per month + Health Insurance Coverage
Fairbanks	31,182	Council Member	Same	6	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$500 per month

Kodiak Island Borough	13,592	Assembly Member	Same	7	Non		\$0.00	\$0.00	\$0.00	\$300 per month
Ketchikan Gateway Borough	13,477	Assembly Member	Same	7	Non	Varies	\$0.00	\$50.00	\$0.00	\$150/month + \$75/meeting
Sitka	8,627	Assembly Member	Same	6	Non		\$0.00	\$0.00	\$0.00	\$300 per month - No PERS participation
Wasilla	8,064	Council Member	Same	6	Non		\$0.00	\$0.00	\$0.00	\$6,000 per year
Ketchikan	7,503	Council Member	Same	7	Non	Varies	\$0.00	\$15.00	\$0.00	
Palmer	6,117	Council Member	Same	6	Non	Varies	\$0.00	\$0.00	\$0.00	
Kodiak	5,974	Council Member	Same	6	Non		\$0.00	\$0.00	\$200.00	monthly salary
Homer	5,551	Council Member	Same	6	Non		\$0.00	\$0.00	\$0.00	\$100 per month
Unalaska	4,297	Council Member	Same	6	Non	Varies	\$0.00	\$0.00	\$0.00	\$250 per meeting
Nome	3,598	Council Member	Same	6	Non		\$0.00	\$0.00	\$0.00	\$50 per month
North Pole	2,256	Council Member	Same	6	Non		\$0.00	\$0.00	\$0.00	\$125 per meeting, \$75 per special meeting
Houston	1,912	Council Member	Same	6	Non		\$0.00	\$0.00	\$0.00	\$25 per meeting
Denali Borough	1,826	Assembly Member	Same	9	Non		\$0.00	\$0.00	\$0.00	\$200 per month/char \$250 month
Craig	1,201	Council Member	Same	6	Non		\$0.00	\$0.00	\$0.00	\$50 per month
Bristol Bay Borough	1,073	Assembly Member	Same	5	Non	2	\$20.00	\$20.00	\$20.00	\$20/meeting
Skagway	862	Assembly Member	Same	7	Non		\$0.00	\$0.00	\$0.00	\$80 per meeting
Quinhagak	689	Council Member	More	6	Non	4	\$30.00	\$0.00	\$30.00	removed as was a duplicate
Saxman	405	Council Member	Same	7	Non		\$0.00	\$0.00	\$0.00	Paid per meeting
Brevig Mission	388	Council Member	Same	7	Non	2per month	\$75.00	\$75.00	\$0.00	Council meets twice per month. \$75 per meeting
Kaktovik	239	Council Member	Same	7	Non	Once a mth	\$0.00	\$0.00	\$0.00	\$100 per monthly meeting
White Mountain	199	Council Member	Same		Non	Varies	\$0.00	\$0.00	\$0.00	Not Paid
Cold Bay	89	Council Member	Same	7	Non		\$0.00	\$0.00	\$0.00	\$50 per meeting

Larsen Bay 87 Council Member same 6 Non 1 hr mth \$0.00 \$50.00 \$0.00 1 hour a month

### Deputy Clerk-Municipal

As primary assistant to city or borough clerk or clerk/treasurer, this job performs a variety of functions to support the clerk, such as maintenance of utility accounts, payroll, responding to public inquiries, typing and filing of records, and other duties as assigned by the clerk. May fill in for the clerk in his/her absence.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Matanuska-Susitna Borough	93,500	Deputy Borough Clerk	More	1	Non	40	\$0.00	\$35.70	\$0.00	
Kenai Peninsula Borough	51,900	Deputy Borough Clerk	Same	1	Non	40	\$0.00	\$31.38	\$0.00	Plus Car Allowance
Juneau	32,164	Deputy Municipal Clerk	Same	1	Non	37.5	\$0.00	\$30.74	\$0.00	
Fairbanks	31,182	Deputy City Clerk	Same	1	Union	40	\$0.00	\$29.29	\$0.00	
Kodiak Island Borough	13,592	Borough Deputy Clerk	Less	1	Non	40	\$0.00	\$26.51	\$0.00	
Ketchikan Gateway Borough	13,477	Borough Clerk	Less	1	Non	40	\$0.00	\$24.56	\$0.00	
Sitka	8,627	Deputy Clerk	More	1	Non	40	\$0.00	\$29.21	\$0.00	
Wasilla	8,064	Deputy City Clerk	Same	1	Non	40	\$25.74	\$26.40	\$34.24	
Ketchikan	7,503	Deputy City Clerk	Same	1	Non	40	\$0.00	\$19.84	\$0.00	
Palmer	6,117	Deputy Clerk-Municipal	Same	1	Non	28	\$0.00	\$21.67	\$0.00	
Kodlak	5,974	Deputy Clerk	More	1	Non	40	\$0.00	\$31.32	\$0.00	
Homer	5,551	Deputy City Clerk II	Same	1	Non	40	\$21.47	\$28.76	\$33.36	
Homer	5,551	Deputy City Clerk I	Less	1	Non	40	\$18.30	\$22.51	\$28.40	
Unalaska	4,297	Deputy City Clerk	Same	1	Non	40	\$23.19	\$37.99	\$32.62	EE on contract wage scale 11+ yr EL
Valdez	4,144	Deputy City Clerk	Same	1	Non	37.5	\$0.00	\$31.84	\$0.00	
Nome	3,598	Deputy City Clerk	Same	1	Union	37.5	\$0.00	\$26.51	\$0.00	
Houston	1,912	Deputy Clerk	Same	1	Non	40	\$0.00	\$14.00	\$16.00	

Denali Borough	1,826	Deputy Clerk/Administrative Aide	More	1	Non	40	\$0.00	<b>\$22.52</b>	\$0.00
Skagway	862	Deputy Clerk/Administrative Assistant	More	1	Non	40	\$28.22	<b>\$0.00</b>	\$38.53
Atkasuk	250	Assistant Clerk	More	1	Non	37.5	\$21.00	<b>\$21.00</b>	\$21.00

### Manager or Administrator

All salary rates are monthly; all employees are full time. This is an appointed position.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Chief of Staff	Same	1	Non	40	\$0.00	<b>\$58.67</b>	\$0.00	
Matanuska-Susitna Borough	93,500	Borough Manager	Same	1	Non	40	\$0.00	<b>\$82.50</b>	\$0.00	
Juneau	32,164	Borough Manager	More	1	Non	40	\$0.00	<b>\$69.71</b>	\$0.00	Determined by the Assembly
Kodiak Island Borough	13,592	Borough Manager	Same	1	Non	40	\$0.00	<b>\$60.10</b>	\$0.00	
Ketchikan Gateway Borough	13,477	Manager	Same	1	Non	40	\$0.00	<b>\$67.31</b>	\$0.00	
North Slope Borough	9,643	Chief Administrative Officer	Same	1	Non	37.5	\$77.98	<b>\$97.47</b>	\$116.97	
Sitka	8,627	Administrator	Same	1	Non	40	\$0.00	<b>\$60.10</b>	\$0.00	
Ketchikan	7,503	City Manager	Same	1	Non	40+	\$0.00	<b>\$81.73</b>	\$0.00	
Palmer	6,117	City Manager	Same	1	Non	40	\$0.00	<b>\$52.88</b>	\$0.00	
Kodiak	5,974	City Manager	Same	1	Non	40	\$0.00	<b>\$58.60</b>	\$0.00	Contract Employee
Homer	5,551	Manager	Same	1	Non	40	\$0.00	<b>\$52.45</b>	\$0.00	
Unalaska	4,297	City Manager	Same	1	Non	40	\$0.00	<b>\$77.31</b>	\$0.00	
Valdez	4,144	City Manager	More	1	Non	40	\$0.00	<b>\$63.05</b>	\$0.00	Exempt-appointed
Nome	3,598	City Manager	Same	1	Non	37.5	\$0.00	<b>\$56.41</b>	\$0.00	
Lake & Peninsula Borough	1,620	Borough Manager	More	1	Non	40	\$0.00	<b>\$0.00</b>	\$0.00	\$90,000 annually

Craig	1,201	Administrator	Same	1	Non	40	\$0.00	\$43.10	\$0.00	
Delta Junction	1,098	Administrator	Same	1	Non	40+	\$0.00	\$35.57	\$0.00	Not in PERS
Bristol Bay Borough	1,073	Borough Manager	Same	1	Non	40	\$0.00	\$57.70	\$0.00	
Sand Point	983	Administrator	More	1	Non	32	\$0.00	\$0.00	\$0.00	\$114,000.00-Annual salary
King Cove	953	Administrator	Same	1	Non	50+	\$0.00	\$0.00	\$0.00	\$150,000 per year
Skagway	862	Manager/Administrator	Same	1	Non	40	\$0.00	\$0.00	\$0.00	By contract
Quinhagak	689	Administrator	Same	1	Non	6	\$13.03	\$14.39	\$25.00	
Noorvik	636	City Administrator	More	1	Non	35	\$25.00	\$0.00	\$29.40	
Yakutat	610	Borough Manager	Same	1	Non	37.5	\$0.00	\$38.46	\$0.00	
Cheformak	465	Administrator	More	1	Non	30	\$15.00	\$15.00	\$0.00	
Saint Paul	459	City Manager	More	1	Non	40+	\$0.00	\$60.03	\$0.00	
Saxman	405	Administrator	More	1	Non	40	\$33.65	\$33.65	\$33.65	Clerk-Municipal/Administrator combined position
Brevig Mission	388	Bingo MC	More	1	Non	35	\$12.50	\$0.00	\$18.00	
Brevig Mission	388	City Administrator	More	1	Non	35	\$15.00	\$0.00	\$18.00	
Adak	321	City Manager	More	1	Non	40+	\$0.00	\$30.95	\$0.00	
Huslia	315	Administrator	More	1	Non	40	\$0.00	\$25.00	\$0.00	
Tanana	258	City Manager	Same	1	Non	40	\$25.00	\$32.00	\$32.00	2.1% rate increase set for 07/01/11
Atkasuk	250	Administrator	More	1	Non	37.5	\$0.00	\$0.00	\$0.00	
Seldovia	243	City Manager	Same	1	Non	40	\$0.00	\$0.00	\$0.00	7496.50 monthly
Kaktovik	239	Administrator	Same	1	Non	37.5	\$25.00	\$40.00	\$45.00	
Whittier	189	City Manager	Same	1	Non	40	\$0.00	\$53.08	\$0.00	
Coffman Cove	156	Administrator	Same	1	Non	25	\$0.00	\$18.00	\$0.00	

## Mayor

Most mayors are part-time. This is an elected position.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Mayor	Same	1	Non	40	\$0.00	<b>\$44.47</b>	\$0.00	
Matanuska Susitna Borough	93,500	Mayor	Same	1	Non	40	\$0.00	<b>\$0.00</b>	\$0.00	\$1610.42 per month
Kenai Peninsula Borough	51,900	Mayor	More	1	Non	40	\$0.00	<b>\$47.60</b>	\$0.00	Salary to increase to \$47.60, effective 10/2011 with New Mayor (\$99,000/yr)
Juneau	32,164	Mayor	More	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$3,106.35 Stupend/year
Fairbanks	31,182	Mayor	Same	1	Non		\$0.00	<b>\$37.50</b>	\$0.00	
Kodiak Island Borough	13,592	Mayor	Same	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$500 per month
North Slope Borough	9,643	Mayor	Same	1	Non	37.5	\$85.98	<b>\$107.47</b>	\$128.97	
Sitka	8,627	Mayor	Same	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$500 per month - No PERS participation
Wasilla	8,064	Mayor	Same	1	Non	40+	\$43.20	<b>\$47.80</b>	\$57.47	Elected Official
Ketchikan	7,503	City Mayor	Same	1	Non	Varies	\$0.00	<b>\$16.50</b>	\$0.00	
Palmer	6,117	Mayor	Same	1	Non	20	\$0.00	<b>\$23.08</b>	\$0.00	
Kodiak	5,974	Mayor	Same	1	Non		\$0.00	<b>\$0.00</b>	\$250.00	monthly salary
Homer	5,551	Mayor	Same	1	Non	Varies	\$0.00	<b>\$0.00</b>	\$0.00	\$150 per month
Unalaska	4,297	Mayor	Same	1	Non	40	\$0.00	<b>\$0.00</b>	\$0.00	\$700 per month
Nome	3,598	Mayor	Same	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$75 per month
North Pole	2,256	Mayor	Same	1	Non	40	\$0.00	<b>\$0.00</b>	\$0.00	\$69,000 per year Plus 2% per year of service
Houston	1,912	Mayor	Same	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$1,500/month Works minimum 80 hrs/month @\$15
Denali Borough	1,826	Mayor	More	1	Non	40	\$0.00	<b>\$0.00</b>	\$0.00	\$65,000 Annually

Craig	1,201	Mayor	Same	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$925.00 per month for 12 months
Bristol Bay Borough	1,073	Mayor	Same	1	Non	2	\$20.00	<b>\$20.00</b>	\$20.00	
Sand Point	983	Mayor	Same	1	Non	Part Time	\$0.00	<b>\$0.00</b>	\$0.00	\$3,000.00-Monthly salary
King Cove	953	Mayor	Same	1	Non	Varies	\$0.00	<b>\$0.00</b>	\$0.00	\$77,000 per year
Skagway	862	Mayor	Same	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$100 per meeting
Quinhagak	689	Mayor	Same	1	Non	20	\$15.00	<b>\$0.00</b>	\$25.00	
Nenana	479	Mayor	More	1	Non	40	\$0.00	<b>\$31.25</b>	\$0.00	
Saxman	405	Mayor	Less	1	Non	40	\$0.00	<b>\$0.00</b>	\$0.00	\$1,000 per month
Brevig Mission	388	Mayor	Same	1	Non	1/month	\$250.00	<b>\$250.00</b>	\$0.00	\$250 - \$600 per month
Atkasuk	250	Mayor	More	1	Non	30	\$0.00	<b>\$0.00</b>	\$0.00	
Kaktovik	239	Mayor	Same	1	Non	Once a mth	\$0.00	<b>\$0.00</b>	\$0.00	\$150 per monthly meeting
White Mountain	199	Mayor	More	1	Non	Varies	\$0.00	<b>\$0.00</b>	\$0.00	Not paid
Ouzinkie	178	Mayor	More	1	Non	25	\$0.00	<b>\$0.00</b>	\$0.00	\$600 salary, pay period every 2 wks
Cold Bay	89	Mayor	Less	1	Non		\$0.00	<b>\$0.00</b>	\$0.00	\$500 per month
Nikolai	88	Mayor	More	1	Non	Varies	\$15.00	<b>\$15.00</b>	\$15.00	

## Airport Manager

Under general direction, supervises the operation, business management, and maintenance of municipal airport. Plans, organizes, and directs airport activities, including maintenance of the physical plant, personnel, and concessions. The airport installation includes runways, parking areas, approach roads, drainage systems, terminal buildings, maintenance shops, airport lighting, water system, sewer system, steam heating plants, and diesel generator plants.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Airport Manager	Same	1	Non	40	\$0.00	\$57.79	\$0.00	Determined by Airport Board
Ketchikan Gateway Borough	13,477	Airport Manager	Same	1	Non	40	\$0.00	\$55.69	\$0.00	
Chefornak	465	Airport Manager	Same	1	Non	Varies	\$0.00	\$70.00	\$0.00	Per Day
Brevig Mission	388	Airport Manager	Same	1	Non	Varies	\$0.00	\$0.00	\$0.00	

## Harbormaster

Is responsible for the security, maintenance, repair, space rental, and safe usage of the boat harbors, ferry terminals and municipal docks.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Harbormaster	More	1	Non	40	\$0.00	\$40.79	\$0.00	Determined by Harbor Board
Sitka	8,627	Harbormaster	Same	1	Non	40	\$0.00	\$32.99	\$0.00	
Ketchikan	7,503	Ports & Harbors Director	Same	1	Non	40+	\$0.00	\$50.50	\$0.00	
Kodiak	5,974	Harbormaster	Same	1	Non	40	\$0.00	\$53.55	\$0.00	
Homer	5,551	Harbor Officer I	Less	2	Non	40	\$20.72	\$21.31	\$21.90	
Homer	5,551	Harbor Officer II	Less	3	Non	40	\$24.76	\$26.91	\$28.54	
Homer	5,551	Deputy Harbormaster	Less	1	Non	40	\$26.82	\$32.10	\$41.66	
Homer	5,551	Port /Harbor Director	More	1	Non	40	\$30.51	\$39.64	\$47.34	
Valdez	4,144	Harbormaster	Same	1	Non	37.5	\$0.00	\$35.28	\$0.00	No Ferry Dock
Nome	3,598	Harbormaster Assistant	Same	1	Union	40	\$0.00	\$24.62	\$0.00	
Nome	3,598	Harbormaster	More	1	Non	40	\$0.00	\$38.00	\$0.00	

Craig	1,201	Harbormaster	Same	1	Non	40	\$0.00	<b>\$23.99</b>	\$0.00	
Bristol Bay Borough	1,073	Harbormaster	Same	1	Non	40	\$27.77	<b>\$33.70</b>	\$42.27	
Sand Point	983	Harbormaster	Same	1	Non	Contract	\$0.00	<b>\$0.00</b>	\$0.00	\$64,522.00-Annual salary
King Cove	953	Harbormaster	More	1	Non	40	\$0.00	<b>\$26.21</b>	\$0.00	
Skagway	862	Harbormaster	Same	1	Non	40	\$28.22	<b>\$0.00</b>	\$38.53	
Yakutat	610	Harbormaster	Same	1	Non	35	\$0.00	<b>\$20.00</b>	\$0.00	
Saint Paul	459	Harbormaster	Same	1	Non	40	\$0.00	<b>\$25.50</b>	\$0.00	
Seldovia	243	Harbormaster	Same	1	Union	40	\$0.00	<b>\$18.54</b>	\$0.00	
Port Lions	205	Harbormaster	Same	1	Non	30	\$0.00	<b>\$16.50</b>	\$0.00	Special Rate for Ferry Tie-ups - \$75.00 per Tie-up
Whittier	189	Harbormaster	More	1	Non	40	\$0.00	<b>\$35.09</b>	\$0.00	
Coffman Cove	156	Harbormaster	Same	1	Non	20	\$0.00	<b>\$15.00</b>	\$0.00	\$300/m- winter, \$450/m- summer
Tenakee Springs	145	Harbormaster	Same	1	Non	8	\$20.00	<b>\$22.00</b>	\$24.00	Vacant
Cold Bay	89	Lead Harbor worker	Less	1	Non	Part time	\$0.00	<b>\$0.00</b>	\$0.00	\$125 per boat
Cold Bay	89	Harbor worker	Less	Varies	Non	Part time	\$0.00	<b>\$0.00</b>	\$0.00	\$75 per boat
Larsen Bay	87	Harbormaster	Same	2	Non	28	\$0.00	<b>\$14.00</b>	\$0.00	

### Human Resources Director

Plans, organizes, directs and controls the functions of the human resources department. Develops and implements policies, procedures and practices to provide equitable employment conditions. Administers recruitment, training/safety programs, and job classification. Typically accountable for labor relations.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Human Resources Director	More	1	Non	40	\$0.00	<b>\$59.39</b>	\$0.00	Directs personnel risk mgmt functions
Matanuska-Susitna Borough	93,500	Human Resources Director	Same	1	Non	40	\$0.00	<b>\$53.18</b>	\$0.00	
Kenai Peninsula Borough	51,900	General Services Director	Same	1	Non	40	\$0.00	<b>\$50.48</b>	\$0.00	Plus Car Allowance

Juneau	32,164	Human Resources Director	More	1	Non	40	\$0.00	<b>\$59.06</b>	\$0.00	
Fairbanks	31,182	Human Resources Director	More	1	Non	40+	\$0.00	<b>\$40.46</b>	\$0.00	
Sitka	8,627	Human Resources Director	More	1	Non	40	\$0.00	<b>\$44.29</b>	\$0.00	
Wasilla	8,064	Human Resources Generahst	More	1	Non	40	\$25.74	<b>\$31.33</b>	\$34.24	
Ketchikan	7,503	Human Resources Manager	Same	1	Non	40+	\$0.00	<b>\$42.47</b>	\$0.00	
Palmer	6,117	HR Specialist	Same	1	Non	40	\$0.00	<b>\$37.10</b>	\$0.00	
Homer	5,551	Personnel Director	More	1	Non	40	\$28.33	<b>\$32.95</b>	\$43.96	
Unalaska	4,297	Human Resources Manager	Same	1	Non	40	\$0.00	<b>\$37.38</b>	\$0.00	New hire

### Human Resources Specialist

Entry-level professional responsibilities in areas such as recruitment/selection, classification, labor relations, training, and benefit administration. Performs detailed research and statistical analysis. Under general direction, provides support in coordinating personnel programs. This position typically reports to the human resources director.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Personnel Assistant	Same	1	Non	40	\$0.00	<b>\$32.72</b>	\$0.00	
Matanuska Susitna Borough	93,500	Human Resources Specialist	Same	2	Non	40	\$30.79	<b>\$32.25</b>	\$33.70	
Kcna Peninsula Borough	51,900	Human Resources Specialist	More	1	Non	40	\$0.00	<b>\$33.45</b>	\$0.00	
Juneau	32,164	Human Resources Consultant II	More	1	Non	37.5	\$36.22	<b>\$38.11</b>	\$37.02	Both at same pay rate
Sitka	8,627	Human Resources Assistant	Same	0	Non	20	\$0.00	<b>\$0.00</b>	\$0.00	
Wasilla	8,064	Human Resources Assistant	More	1	Non	40	\$21.27	<b>\$21.27</b>	\$28.30	
Unalaska	4,297	Human Resources Admin. Specialist	Less	1	Non	40	\$0.00	<b>\$27.40</b>	\$0.00	

## Librarian

Performs professional library duties in a public library, including acquisition of materials, cataloging, reference work. May be responsible for operation of a full service branch library. May supervise other staff.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Librarian	Same	4	Union	40/30	\$38.62	\$43.25	\$50.86	
Matanuska-Susitna Borough	93,500	Librarian	Same	5	Union	40	\$26.33	\$31.96	\$35.38	
Juneau	32,164	Librarian	Same	4	Non	37.5	\$26.68	\$27.81	\$28.49	
Sitka	8,627	Library Director	Same	1	Non	40	\$0.00	\$33.86	\$0.00	
Wasilla	8,064	Library Director	Same	1	Non	40	\$27.23	\$36.22	\$36.22	
Wasilla	8,064	Interlibrary Loan Coordinator	Less	1	Non	40	\$21.27	\$27.68	\$28.30	
Wasilla	8,064	Youth Services Librarian	Same	1	Non	40	\$25.74	\$27.77	\$34.24	
Wasilla	8,064	Adult & Electronic Services	Same	1	Non	40	\$25.74	\$29.96	\$34.24	
Ketchikan	7,503	Library Director	More	1	Non	40+	\$0.00	\$30.34	\$0.00	
Palmer	6,117	Library Program Coordinator	Same	1	Non	40	\$0.00	\$20.10	\$0.00	
Kodiak	5,974	Library Director	Same	1	Non	40	\$0.00	\$40.94	\$0.00	Vacant
Homer	5,551	Library Technician I	Same	4	Non	40	\$15.00	\$17.48	\$23.32	
Homer	5,551	Library Director	Same	1	Non	40	\$28.33	\$32.95	\$43.96	
Homer	5,551	Library Technician II	Same	2	Non	40	\$17.48	\$18.20	\$27.14	
Unalaska	4,297	Librarian	Same	1	Non	40	\$0.00	\$45.11	\$0.00	17 year employee
Nome	3,598	Museum Director	Same	1	Union	37.5	\$0.00	\$36.78	\$0.00	
Nome	3,598	Library Director	Same	1	Union	37.5	\$0.00	\$33.29	\$0.00	
Craig	1,201	Librarian	Same	1	Non	40	\$0.00	\$17.98	\$0.00	

Delta Junction	1,098	Librarian	Same	1	Non	35-41	\$0.00	\$25.52	\$0.00
Bristol Bay Borough	1,073	Librarian	Same	1	Non	40	\$20.71	\$25.13	\$31.54
Sand Point	983	Librarian	Same	1	Non	20	\$0.00	\$19.53	\$0.00
Skagway	862	Librarian	Same	1	Non	40	\$28.22	\$38.53	\$37.70
Skagway	862	Museum Director	Same	1	Non	40	\$28.22	\$0.00	\$38.53
Nenana	479	Librarian	Same	1	Non	40	\$0.00	\$17.45	\$0.00
Russian Missoin	329	Manager/Administrative	More	1	Non	35	\$10.00	\$14.00	\$24.22
Port Lions	205	Assistant Librarian	Same	1	Non	Varies	\$0.00	\$9.25	\$0.00
Port Lions	205	Librarian	Same	1	Non	17	\$0.00	\$10.00	\$0.00
White Mountain	199	Librarian	Same	1	Non	6	\$12.00	\$12.00	\$0.00
Tenakee Springs	145	Librarian	Same	1	Non	10	\$0.00	\$15.00	\$0.00
Larsen Bay	87	Librarian	Same	2	Non	14	\$0.00	\$14.00	\$0.00

### Librarian Assistant

Performs clerical and supervisory tasks in the acquisition, cataloging, circulation and processing of reading materials. Answers routine questions regarding use of bibliographic and reference tools. Maintains shelf list and catalogs.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Library Assistant I	Same	13	Union	Varies	\$20.26	\$24.38	\$27.63	
Fairbanks North Star Borough	100,272	Library Assistant III	Same	6	Union	Varies	\$25.47	\$27.17	\$29.32	
Fairbanks North Star Borough	100,272	Library Assistant II	Same	5	Union	Varies	\$21.14	\$23.02	\$25.64	
Juneau	32,164	Library Assistant I	Same	2	Non	37.5	\$21.25	\$0.00	\$24.20	
Juneau	32,164	Library Assistant II	Same	3	Non	37.5	\$25.01	\$27.75	\$30.07	
Sitka	8,627	Senior Librarian Assistant	More	4	Union	30	\$20.25	\$23.30	\$27.05	

Sitka	8,627	Library Assistant	Same	4	Union	20	\$15.15	<b>\$16.44</b>	\$17.85	
Wasilla	8,064	Library Helper	Same	1	Non	40	\$10.18	<b>\$12.95</b>	\$13.54	
Wasilla	8,064	Library Aide	Same	6	Non	20-40	\$14.64	<b>\$18.94</b>	\$19.49	
Ketchikan	7,503	Library Assistant II	Same	3	Union	40	\$17.02	<b>\$18.71</b>	\$20.66	
Palmer	6,117	Librarian Assistant/Technicians	Same	8	Non	40	\$11.92	<b>\$13.39</b>	\$18.33	2 FT 6 PT
Kodiak	5,974	Librarian Assistant	Same	8	Non	40	\$15.67	<b>\$21.41</b>	\$28.15	
Homer	5,551	Library Technician III	Same	2	Non	40	\$25.58	<b>\$23.12</b>	\$27.14	1 employee is a new hire.
Unalaska	4,297	Librarian Assistant	Same	5	Union	40	\$18.22	<b>\$19.36</b>	\$21.75	2 part time positions currently open
Valdez	4,144	Librarian Assistant	Same	2.78	Non	up to 37.5	\$18.77	<b>\$20.12</b>	\$20.54	
Nome	3,598	Library Assistant	Same	1	Union	37.5	\$0.00	<b>\$19.68</b>	\$0.00	
Nome	3,598	Library Aide	Same	1	Union	20	\$0.00	<b>\$14.60</b>	\$0.00	
Craig	1,201	Librarian Assistant	Less	4	Non	On Call	\$10.77	<b>\$10.82</b>	\$10.98	
Delta Junction	1,098	Assistant Librarian	Same	3	Non	6-20	\$10.00	<b>\$11.04</b>	\$12.75	
Bristol Bay Borough	1,073	Library Assistant	Same	1	Non	Varies	\$15.46	<b>\$18.75</b>	\$23.53	
Skagway	862	Library Assistant	Same	2	Non	15-20	\$17.22	<b>\$23.01</b>	\$23.52	
Tanana	258	Librarian Assistant	Same	1	Non	16	\$12.50	<b>\$15.00</b>	\$18.00	

### Parks & Recreation Director

Plans, organizes, directs, and controls the functions of Parks & Recreation. Develops and implements policies, procedures, and practices to accomplish the development, construction restoration, and maintenance of parks, recreation facilities, and related programs. Accomplishes short-term and long-range planning. This job typically reports to the chief administrative officer of the jurisdiction.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Parks & Recreation Director	Same	1	Non	40	\$0.00	<b>\$47.66</b>	\$0.00	
Matanuska-Susitna Borough	93,500	Community Development Director	More	1	Non	40	\$0.00	<b>\$57.59</b>	\$0.00	

Kenai Peninsula Borough	51,900	Recreation Director	Less	1	Non	40	\$0.00	<b>\$39.02</b>	\$0.00	For one service area - not borough wide
Juneau	32,164	Parks & Recreation Director	Same	1	Non	40	\$0.00	<b>\$54.72</b>	\$0.00	
Ketchikan Gateway Borough	13,477	Parks & Rec Supervisor	Same	1	Non	40	\$26.85	<b>\$35.11</b>	\$46.59	
Sitka	8,627	Parks & Recreation Manager	More	1	Non	40	\$0.00	<b>\$29.26</b>	\$0.00	
Wasilla	8,064	Cultural & Recreational Services Director	Same	1	Non	40	\$43.85	<b>\$44.98</b>	\$58.34	
Palmer	6,117	Library and Ice Arena Director	Same	1	Non	40	\$0.00	<b>\$28.98</b>	\$0.00	
Palmer	6,117	Ice Arena Manager	Same	1	Non	40	\$0.00	<b>\$30.54</b>	\$0.00	
Kodiak	5,974	Parks & Recreation Director	Same	1	Non	40	\$0.00	<b>\$47.26</b>	\$0.00	
Homer	5,551	Parks Maintenance Coordinator	Less	1	Non	40	\$22.26	<b>\$25.20</b>	\$34.56	
Unalaska	4,297	Parks & Recreation Director	Same	1	Non	40	\$0.00	<b>\$45.98</b>	\$0.00	
Valdez	4,144	Parks & Recreation/Cultural Services Director	More	1	Non	40	\$0.00	<b>\$39.98</b>	\$0.00	Exempt
Nome	3,598	Park & Recreation Director	Same	1	Non	40	\$0.00	<b>\$38.51</b>	\$0.00	
Sand Point	983	Parks & Recreation Director	Same	1	Non	15+	\$0.00	<b>\$15.42</b>	\$0.00	
King Cove	953	Recreation Department Head	More	1	Non	35	\$0.00	<b>\$17.32</b>	\$0.00	
Skagway	862	Lead Groundskeeper	Less	1	Non	40	\$24.55	<b>\$33.52</b>	\$32.80	
Skagway	862	Recreation Center Director	Same	1	Non	40	\$28.22	<b>\$0.00</b>	\$38.53	
Saxman	405	Community Hall Coordinator	More	1	Non	15	\$12.50	<b>\$12.50</b>	\$12.50	
Atkasuk	250	Youth Coordinator/Recreation Coordinator	Less	4	Non	37.5	\$17.00	<b>\$19.00</b>	\$19.00	
Larsen Bay	87	Gym Director	Same	1	Non	10	\$0.00	<b>\$13.00</b>	\$0.00	

## Planner

Senior staff member in a planning department or under the direction of the single staff planner in a smaller community. Provides independent recommendations on the physical and socioeconomic development of the community. Duties require seasoned professional knowledge and the exercise of sound judgment.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Matanuska-Susitna Borough	93,500	Planning Grant Project Coordinator	Same	1	Union	40	\$0.00	\$33.29	\$0.00	
Matanuska-Susitna Borough	93,500	Planner II	Same	4	Union	40	\$31.72	\$35.34	\$40.92	
Kenai Peninsula Borough	51,900	Planner	Same	3	Union	40	\$28.66	\$30.60	\$33.45	1 vacant
Kodiak Island Borough	13,592	Assistant Planner	Same	1	Union	40	\$0.00	\$44.52	\$0.00	Includes 10% longevity
North Slope Borough	9,643	Community Development Planner	Same	1	Non	37.5	\$41.35	\$51.69	\$62.03	
Palmer	6,117	Community Development Director	Same	1	Non	40	\$0.00	\$45.26	\$0.00	
Homer	5,551	Planning Tech I/Code Compliance	Same	1	Non	40	\$22.26	\$28.94	\$34.56	
Homer	5,551	Deputy City Planner	Same	1	Non	40	\$23.04	\$28.34	\$35.75	
Valdez	4,144	Planning Technician	Less	1	Non	37.5	\$0.00	\$27.63	\$0.00	
Valdez	4,144	GIS Technician	Same	1	Non	37.5	\$0.00	\$31.83	\$0.00	
Denali Borough	1,826	Land Planner	More	1	Non	40	\$0.00	\$17.39	\$0.00	
Bristol Bay Borough	1,073	Planner	Same	1	Non	40	\$28.31	\$33.89	\$42.55	
Quinhagak	689	City Land Planner	Same	1	Non	20	\$17.00	\$18.38	\$15.00	Vacant
Yakutat	610	Planner	More	1	Non	40	\$0.00	\$32.00	\$0.00	New position
Tanana	258	Planner	Same	1	Non	30	\$20.00	\$26.00	\$32.00	

## Planning Director/Administrator

Plans, organizes, directs, and controls the functions of the planning department. Develops and implements policies, procedures, and practices to accomplish planning studies; reviews zoning ordinance, land acquisitions, and evaluations of proposed annexations, planned unit development, makes numerous public presentations, and related programs.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Planning Director/Administrator	Same	1	Non	40	\$0.00	\$55.41	\$0.00	
Kenai Peninsula Borough	51,900	Planning Director	Same	1	Non	40	\$0.00	\$46.53	\$0.00	Plus Car Allowance
Juneau	32,164	Community Development Director	More	1	Non	40	\$0.00	\$51.26	\$0.00	
Ketchikan Gateway Borough	13,477	Planning Director	Same	1	Non	40	\$32.59	\$42.60	\$56.53	
North Slope Borough	9,643	Director of Planning	Same	1	Non	37.5	\$64.15	\$80.19	\$96.23	
North Slope Borough	9,643	Deputy Director of Planning	Same	2	Non	37.5	\$52.78	\$65.97	\$89.17	
Sitka	8,627	Planning Director	Same	1	Non	40	\$0.00	\$43.27	\$0.00	
Wasilla	8,064	Deputy Administrator	More	1	Non	40	\$43.85	\$47.31	\$58.34	
Homer	5,551	City Planner	Same	1	Non	40	\$29.04	\$41.27	\$45.09	
Unalaska	4,297	Planning Director	Same	1	Non	40	\$0.00	\$47.19	\$0.00	
Valdez	4,144	Community Development Director	More	1	Non	40	\$0.00	\$51.08	\$0.00	Exempt
Nome	3,598	Pool Manager	Same	1	Union	40	\$0.00	\$25.79	\$0.00	
Lake & Peninsula Borough	1,620	Community Development Coordinator	Same	1	Non	40	\$0.00	\$0.00	\$0.00	\$75,000 annually
Bristol Bay Borough	1,073	Pool Director	Less	2	Non	40	\$18.79	\$22.80	\$28.62	

### Animal Control Officer

Enforces animal control by catching and impounding unlicensed animals. Issues citations as appropriate; responds to citizens complaints within scope of knowledge. Performs under general and infrequent supervision with defined procedures.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Animal Control Officer	Same	4	Union	40	\$27.13	\$27.85	\$28.78	
Matanuska-Susitna Borough	93,500	Deputy Animal Care & Regulation Officer	Same	4	Union	40	\$28.76	\$31.05	\$33.29	
Matanuska-Susitna Borough	93,500	Chief Animal Care & Regulation Officer II	Same	1	Union	40	\$0.00	\$41.75	\$0.00	
Ketchikan Gateway Borough	13,477	Animal Control Officer	Same	3	Union	40	\$16.19	\$18.48	\$28.08	
North Slope Borough	9,643	Animal Control Officer/Veterinarian Assistant	Same	2	Non	37.5	\$21.93	\$27.42	\$32.90	
Sitka	8,627	Animal Control Officer	Same	1	Union	40	\$0.00	\$24.96	\$0.00	
Kodiak	5,974	Humane Officer	Same	1	Non	40	\$0.00	\$17.92	\$0.00	Vacant
Valdez	4,144	Animal Control Facilities Manager	More	1	Non	37.5	\$0.00	\$26.68	\$0.00	
Sand Point	983	Animal Control Officer	Same	1	Non	20	\$0.00	\$16.90	\$0.00	

### Building Inspector

Inspects residential and commercial buildings in the process of construction, alteration or repair for compliance with code requirements and other regulations. May have additional duties enforcing mechanical, plumbing, electrical and energy codes.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Building Inspector II	More	2	Union	37.5	\$29.43	\$29.83	\$30.40	
Juneau	32,164	Building Inspector IV	More	1	Union	37.5	\$0.00	\$38.21	\$0.00	
Fairbanks	31,182	Building Inspector	More	4	Union	40	\$35.73	\$36.70	\$44.24	
Sitka	8,627	Building Inspector	Same	1	Union	40	\$0.00	\$24.86	\$0.00	
Ketchikan	7,503	Building Inspector	Same	2	Union	40	\$26.08	\$26.58	\$27.08	
Palmer	6,117	Building Inspector	Same	1	Non	40	\$0.00	\$30.40	\$0.00	

Kodiak	5,974	Building Inspector	Same	2	Non	40	\$30.87	\$36.58	\$42.28	
Valdez	4,144	Building Inspector	Same	1	Non	37.5	\$0.00	\$38.97	\$0.00	
Nome	3,598	Building Inspector	More	1	Non	40	\$0.00	\$30.12	\$0.00	Vacant
Skagway	862	Permitting Official	Same	1	Non	40	\$22.72	\$0.00	\$31.03	

### Fire Chief

Supervises and coordinates the activities of the municipal fire service including the planning of needs. Direction of training and administration of laws and regulations are major responsibilities.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Matanuska-Susitna Borough	93,500	Emergency Services District 1 Chief	Same	2	Non	40	\$36.32	\$40.92	\$45.52	
Kenai Peninsula Borough	51,900	Chief	More	3	Non	40	\$39.66	\$45.34	\$48.18	Emergency Medical Also, 1 vacant
Juneau	32,164	Fire Chief	More	1	Non	40	\$0.00	\$57.79	\$0.00	
Fairbanks	31,182	Fire Chief	Same	1	Union	40	\$0.00	\$54.81	\$0.00	
Kodiak Island Borough	13,592	Fire Chief	Same	1	Non	40	\$0.00	\$46.78	\$0.00	Includes 5% longevity.
Ketchikan Gateway Borough	13,477	Fire Chief	More	2	Non	40	\$30.25	\$0.00	\$34.08	
North Slope Borough	9,643	Village Fire Chief	Same	8	Non	37.5	\$39.39	\$49.23	\$59.08	
Sitka	8,627	Fire Chief	Same	1	Non	40	\$0.00	\$43.21	\$0.00	
Ketchikan	7,503	Fire Chief	Same	1	Non	40+	\$0.00	\$50.24	\$0.00	
Palmer	6,117	Fire Chief	Same	1	Non	40	\$0.00	\$39.76	\$0.00	
Kodiak	5,974	Fire Chief	Same	1	Non	40	\$0.00	\$45.21	\$0.00	
Homer	5,551	Fire Chief	Same	1	Non	40	\$30.51	\$47.34	\$47.34	Top of pay scale
Unalaska	4,297	Fire Chief	Same	1	Non	40	\$0.00	\$43.57	\$0.00	
Valdez	4,144	Fire Chief	More	1	Non	40	\$0.00	\$51.08	\$0.00	Exempt

North Pole	2,256	Fire Chief	Same	1	Non	40	\$0.00	\$49.65	\$0.00	
North Pole	2,256	Deputy Fire Chief	Less	12	Non	40	\$0.00	\$42.47	\$0.00	
Houston	1,912	Fire Chief	More	1	Non		\$0.00	\$23.83	\$26.83	Also Provides Code Compliance and Animal Control
Craig	1,201	Fire Chief-Volunteer	Same	1	Non	On-Call	\$0.00	\$0.00	\$0.00	
Bristol Bay Borough	1,073	Fire Chief/EMS Coordinator	Same	1	Non	40	\$27.52	\$32.96	\$41.37	
Sand Point	983	Fire Chief-Volunteer	Less	1	Non	20	\$0.00	\$0.00	\$0.00	\$1000.00 monthly stipend
King Cove	953	Fire Chief	Same	1	Non	40	\$0.00	\$28.00	\$0.00	
Skagway	862	Volunteer Fire Chief	Same	1	Non	6	\$0.00	\$0.00	\$0.00	\$600 monthly volunteer stipend
Nenana	479	Fire Chief	More	1	Non	40	\$0.00	\$13.46	\$0.00	
Saint Paul	459	Fire Chief	Same	1	Non	40	\$0.00	\$0.00	\$0.00	
White Mountain	199	Fire Chief	More	1	Non	On-Call	\$0.00	\$0.00	\$0.00	Not Paid
Tenakee Springs	145	Fire Chief	Less	1	Non	8	\$0.00	\$20.00	\$20.00	

### Fire Lieutenant/Station Supervisor

Oversees a fire station and equipment during an assigned shift. Supervises fire crews at a fire until arrival of a senior officer, assists in training personnel, and prepares reports and recommendations. May prepare evaluation of subordinates.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Fire Captain	More	6	Union	56	\$26.90	\$27.49	\$28.27	
Fairbanks	31,182	Captain	Same	10	Union	56	\$30.23	\$30.76	\$32.07	
Ketchikan Gateway Borough	13,477	EMS Lieutenant	More	3	Non	40	\$27.02	\$28.50	\$28.08	
Sitka	8,627	Assistant Fire Chief	Same	1	Non	40	\$0.00	\$37.71	\$0.00	
Ketchikan	7,503	Fire Captain	Same	3	Union	24hr shift	\$24.60	\$25.49	\$26.51	
Kodiak	5,974	Fire Lieutenant/Station Supervisor	Same	3	Non	53	\$23.09	\$25.05	\$28.52	

Valdez	4,144	Fire Lieutenant	Same	3	Non	37.5	\$29.61	<b>\$30.73</b>	\$32.98	
Valdez	4,144	Fire Captain	Same	3	Non	37.5	\$40.41	<b>\$42.19</b>	\$44.53	3 captains, 3 Lts
North Pole	2,256	Fire Captain	Same	3	Non	53	\$0.00	<b>\$23.56</b>	\$27.67	Work 2764 75 hrs annually
North Pole	2,256	Fire Lieutenant/Station Supervisor	Less	3	Union	40	\$25.98	<b>\$28.86</b>	\$0.00	

### Firefighter-Paid

This is general-duty fire fighting in response to an emergency call to suppress, and prevent fires and to assist in rescue operations; emergency training, involves the operation and maintenance of fire department equipment, apparatus, and quarters.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Kenai Peninsula Borough	51,900	Firefighter/Engineer	More	40	Union	56	\$19.31	<b>\$22.90</b>	\$27.21	Emergency Medical Also, Plus Incentive Pay
Juneau	32,164	Firefighter/EMT III	More	15	Union	56	\$19.38	<b>\$23.84</b>	\$25.10	
Fairbanks	31,182	Firefighter	Same	15	Union	56	\$18.77	<b>\$26.31</b>	\$28.16	
Sitka	8,627	Fire Engineer	Same	6	Union	48	\$20.18	<b>\$25.11</b>	\$33.12	
Ketchikan	7,503	Firefighter EMT & Firefighter Medic	More	12	Union	24hr shift	\$18.20	<b>\$20.58</b>	\$23.66	
Kodiak	5,974	Firefighter	Same	7	Non	53	\$14.62	<b>\$17.34</b>	\$21.19	
Homer	5,551	Emergency Services Specialist I	Less	0	Non	40	\$20.71	<b>\$20.71</b>	\$32.13	
Homer	5,551	Emergency Services Specialist III	Less	1	Non	40	\$22.26	<b>\$33.88</b>	\$34.56	
Homer	5,551	Emergency Services Specialist II	More	2	Non	40	\$22.26	<b>\$31.62</b>	\$34.56	
Unalaska	4,297	Fire Captain	Same	2	Union	40	\$25.53	<b>\$26.30</b>	\$25.53	1 position vacant
Valdez	4,144	Fire Engineer	Same	3	Non	37.5	\$24.05	<b>\$26.78</b>	\$28.67	Kelly shift
North Pole	2,256	Firefighter	Less	3	Union	53	\$14.91	<b>\$15.71</b>	\$25.12	Work 2764 75 hrs annually
North Pole	2,256	Fire Engineer	Same	3	Non	53	\$0.00	<b>\$18.04</b>	\$0.00	Work 2764 75 hrs annually
Bristol Bay Borough	1,073	EMT II	Less	1	Non	40	\$19.73	<b>\$23.42</b>	\$30.33	

Skagway	862	Fire Support Technician/Fire Inspector	More	1	Non	40	\$24.55	\$0.00	\$33.52
Skagway	862	Fire Training & Maintenance Coordinator	More	1	Non	40	\$20.89	\$0.00	\$33.52

### Firefighter-Volunteer

Works as a volunteer on a call-out basis in controlling and suppressing fires for the preservation of life and property. Maintains apparatus, building, equipment, and grounds as directed. Works under frequent supervision.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Matanuska-Susitna Borough	93,500	On-Call Emergency Responder	Less	470	Non	Varies	\$11.22	\$0.00	\$29.29	Wage range - widely varied
Juneau	32,164	Firefighter-Volunteer	Same	120	Non		\$0.00	\$0.00	\$0.00	
Ketchikan Gateway Borough	13,477	Firefighter-Volunteer	Same	48	Non	Varies	\$0.00	\$20.00	\$0.00	\$20 Per call
Sitka	8,627	Firefighter-Volunteer	Same	12	Non	Varies	\$0.00	\$0.00	\$0.00	\$150 per month
Ketchikan	7,503	Firefighter-Volunteer	Same	24	Non	As needed	\$0.00	\$20.00	\$0.00	
Palmer	6,117	Firefighter Volunteer	Same		Non	On-Call	\$11.50	\$13.50	\$15.50	
Unalaska	4,297	Firefighter-Volunteer	Same	30+	Non	On-call	\$0.00	\$0.00	\$0.00	\$10-\$15 per call depending on experience
Valdez	4,144	Firefighter Volunteer	Same	20-25	Non		\$0.00	\$0.00	\$0.00	\$25.00 per call out
North Pole	2,256	Firefighter Volunteer	Same	12	Non	Varies	\$0.00	\$12.52	\$0.00	
Craig	1,201	Firefighter-Volunteer	Same	13	Non	Varies	\$0.00	\$0.00	\$0.00	\$950.00 per month for dept
Delta Junction	1,098	Firefighter-Volunteer	Same	7	Non		\$0.00	\$0.00	\$0.00	Not paid
Sand Point	983	Volunteer Firefighter	same	5	Non		\$0.00	\$50.00	\$0.00	Monthly stipend
Skagway	862	Volunteer Fire/EMS	Same	59	Non	on call	\$0.00	\$0.00	\$0.00	\$50.00 - \$400.00 stipend + \$25.00/shift
Saint Paul	459	Firefighter Volunteer	Same	19	Non	On-Call	\$0.00	\$0.00	\$0.00	
Russian Mission	329	Firefighter-Volunteer	Same	10	Non	On Call	\$10.00	\$15.00	\$30.00	
White Mountain	199	VFD	Same	6	Non	On-Call	\$0.00	\$0.00	\$0.00	Not paid

Coffman Cove	156	Firefighter-Volunteer	More	13	Non	Varies	\$0.00	<b>\$0.00</b>	\$0.00
Coffman Cove	156	EMT	Same	3	Non	Varies	\$0.00	<b>\$0.00</b>	\$0.00

### Police Chief

Plans, organizes, directs, and controls the functions of the police department; develops and implements policies, procedures, and practices to protect life and property through law enforcement and crime prevention work; assures the efficient and economical use of department funds, grant moneys, work force, facilities, and time. This job typically reports to the chief administrative officer of the jurisdiction.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Police Chief	Same	1	Non	40	\$0.00	<b>\$54.72</b>	\$0.00	
Juneau	32,164	Assistant Police Chief	Less	1	Non	37.5	\$0.00	<b>\$55.98</b>	\$0.00	Vacant Right Now
Fairbanks	31,182	Police Chief	Same	1	Union	40	\$0.00	<b>\$54.01</b>	\$0.00	No longevity
North Slope Borough	9,643	Police Chief	Same	1	Non	37.5	\$64.15	<b>\$80.19</b>	\$96.23	
Sitka	8,627	Police Chief	Same	1	Non	40	\$0.00	<b>\$47.69</b>	\$0.00	
Wasilla	8,064	Police Chief	Same	1	Non	40	\$43.85	<b>\$50.00</b>	\$58.34	
Wasilla	8,064	Deputy Chief of Police	Same	0	Non	40	\$39.27	<b>\$45.72</b>	\$52.25	Position is Currently Vacant
Ketchikan	7,503	Police Chief	Same	1	Non	40+	\$0.00	<b>\$49.00</b>	\$0.00	
Palmer	6,117	Public Safety Director	Same	1	Non	40	\$0.00	<b>\$43.73</b>	\$0.00	
Palmer	6,117	Police Chief	Same	1	Non	40	\$0.00	<b>\$41.15</b>	\$0.00	
Kodiak	5,974	Police Chief	Same	1	Non	40	\$0.00	<b>\$53.96</b>	\$0.00	
Homer	5,551	Police Chief	Same	1	Non	40	\$30.51	<b>\$47.34</b>	\$47.34	Top of pay scale.
Unalaska	4,297	DPS Director	Same	1	Non	40	\$0.00	<b>\$50.77</b>	\$0.00	
Valdez	4,144	Police Chief	Same	1	Non	40	\$0.00	<b>\$49.46</b>	\$0.00	Opt out of PERS-exempt
Nome	3,598	Police Chief	Same	1	Non	40	\$0.00	<b>\$48.86</b>	\$0.00	
North Pole	2,256	Police Chief	Same	1	Non	40	\$0.00	<b>\$44.13</b>	\$0.00	

Houston	1,912	Police Chief	Same	0	Non	40	\$0.00	<b>\$23.00</b>	\$0.00	Department Inactive at this time.
Craig	1,201	Police Chief	Same	1	Non	40	\$0.00	<b>\$31.90</b>	\$0.00	
Bristol Bay Borough	1,073	Police Chief	Same	1	Non	40	\$32.79	<b>\$40.20</b>	\$49.26	
Sand Point	983	Police Chief	same	1	Non	Contract	\$0.00	<b>\$0.00</b>	\$0.00	\$7000.00 monthly temporary hire
King Cove	953	Police Chief	Same	1	Non	40	\$0.00	<b>\$44.79</b>	\$0.00	Not an Employee Contract
Skagway	862	Police Chief	Same	1	Non	40	\$37.38	<b>\$0.00</b>	\$51.06	
Yakutat	610	Police Chief	Same	1	Non	40	\$0.00	<b>\$36.05</b>	\$0.00	
Saint Paul	459	Police Chief	Same	1	Non	40	\$0.00	<b>\$43.61</b>	\$0.00	
Seldovia	243	Police Chief	More	1	Union	40	\$0.00	<b>\$26.50</b>	\$0.00	4367.42 monthly
Whittier	189	Director of Public Safety	More	1	Non	40	\$0.00	<b>\$36.85</b>	\$0.00	

### Police Officer

This is the first line of duty in the protection of life and property, the enforcement of laws, preservation of the peace, apprehension of criminals, and investigator police work. Questions suspects and witnesses, assumes responsibility for designated area on assigned shifts, make investigations on a variety of cases including domestic relations, etc.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Police Officer	Same	35	Union	40	\$29.11	<b>\$34.35</b>	\$39.08	
Fairbanks	31,182	Police Officer	Same	30	Union	40	\$24.86	<b>\$34.51</b>	\$36.53	
Ketchikan Gateway Borough	13,477	Law Enforcement Officer-Airport	Same	3	Union	40	\$21.15	<b>\$27.65</b>	\$36.69	
North Slope Borough	9,643	Police Officer	Same	34	Non	37.5	\$34.02	<b>\$42.53</b>	\$51.04	
Sitka	8,627	Police Officer	Same	10	Union	40	\$26.71	<b>\$29.73</b>	\$34.19	
Wasilla	8,064	Code Compliance Officer	Same	1	Union	40	\$25.91	<b>\$31.62</b>	\$37.78	
Wasilla	8,064	Investigator	More	1	Union	40	\$28.75	<b>\$41.03</b>	\$41.95	
Wasilla	8,064	Police Officer I/II	Same	16	Union	40	\$23.30	<b>\$30.94</b>	\$37.78	low/high covers I/II range

Ketchikan	7,503	Police Officer	Same	12	Union	40+	\$23.82	<b>\$27.70</b>	\$31.13	
Palmer	6,117	Police Officer	Same	9	Non	40	\$19.36	<b>\$27.78</b>	\$32.77	9 Officers + 1 Grant Funded Officer
Kodiak	5,974	Police Officer/Detective	Same	11	Non	40	\$21.61	<b>\$25.17</b>	\$30.61	
Homer	5,551	Police Officer I	Same	2	Non	40	\$22.26	<b>\$23.82</b>	\$34.56	
Homer	5,551	Police Officer II	Same	3	Non	40	\$23.04	<b>\$34.82</b>	\$35.75	
Homer	5,551	Police Officer III	Same	2	Non	40	\$28.84	<b>\$35.88</b>	\$36.95	
Homer	5,551	Community Jail Officer	Less	4	Non	80	\$19.10	<b>\$23.51</b>	\$29.66	
Unalaska	4,297	Police Officer	Same	8	Union	40	\$28.89	<b>\$30.80</b>	\$37.70	3 new hires 1 position vacant
Valdez	4,144	Police Officer	Same	7	Non	75	\$27.63	<b>\$30.82</b>	\$35.28	Week on/week off
Nome	3,598	Community Service Officer	Same	2	Union	40	\$22.01	<b>\$0.00</b>	\$23.72	
Nome	3,598	Police Officer I	Same	2	Union	40	\$25.54	<b>\$25.52</b>	\$26.51	
Nome	3,598	Police Officer II	Same	4	Union	40	\$29.65	<b>\$30.88</b>	\$33.17	one investigator
North Pole	2,256	Police Officer	Same	8	Non	40	\$20.90	<b>\$22.75</b>	\$29.58	
Houston	1,912	Police Officer	More	0	Non	40	\$19.00	<b>\$20.00</b>	\$23.00	Department Inactive at this time
Craig	1,201	Police Officer	Same	2	Non	40	\$23.69	<b>\$24.35</b>	\$25.00	
Bristol Bay Borough	1,073	Police Officer	Same	3	Non	40	\$25.20	<b>\$30.57</b>	\$38.56	
Sand Point	983	Police Officer	Same	3	Non	40	\$22.88	<b>\$25.12</b>	\$26.25	
King Cove	953	Police Officer	Same	3	Non	40	\$21.20	<b>\$23.80</b>	\$23.44	
Skagway	862	Police Officer	Same	5	Non	40	\$26.39	<b>\$0.00</b>	\$36.03	
Skagway	862	Code Enforcement Officer	Less	1	Non	40	\$20.89	<b>\$0.00</b>	\$28.53	
Noorvik	636	VPO	Same	2	Non	35	\$18.00	<b>\$0.00</b>	\$20.80	
Yakutat	610	Police Officer	Same	3	Non	40	\$21.00	<b>\$22.66</b>	\$25.00	

Saint Paul	459	Police Officer	Same	3	Non	40	\$19.48	\$20.35	\$23.88	
Brevig Mission	388	Village Police Officer	more	2	Non	14	\$13.00	\$13.00	\$13.00	On call is \$15 per hour
Adak	321	Police Chief	Same	1	Non	40	\$0.00	\$26.78	\$0.00	
Nulato	270	Village Public Officer	Less	2	Non	30	\$0.00	\$22.00	\$0.00	
Tanana	258	Public Safety Officer	Same	1	Non	40	\$20.00	\$30.00	\$45.00	Salary set by city council
Port Lions	205	Village Public Safety Officer	Less	1	Non	37.5	\$0.00	\$0.00	\$0.00	Paid by KANA
Whittier	189	Police Officer	Same	1	Non	40	\$0.00	\$28.87	\$0.00	
Deering	152	Village Police Officer	same	1	Non	25.30	\$0.00	\$18.80	\$0.00	

### Police Sergeant

Directs and instructs police officers of an assigned shift to assure proper maintenance of public peace and order. Develops shift work schedules, makes assignments of officers, assures coverage of absences, and monitors performance of subordinates to assure effectiveness. Makes affective recommendations to hire, fire, transfer, and discipline employees. This is first-line supervisory position. This job may report to the police chief in small jurisdictions.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Police Sergeant	Same	6	Union	40	\$42.88	\$44.03	\$44.61	
Fairbanks	31,182	Police Sergeant	Same	7	Union	40	\$34.20	\$38.60	\$40.27	
North Slope Borough	9,643	Police Sergeant	Same	4	Non	37.5	\$37.51	\$46.89	\$56.27	
Sitka	8,627	Police Sergeant	Same	4	Union	40	\$30.85	\$34.90	\$38.92	
Wasilla	8,064	Police Sergeant	Same	4	Union	40	\$31.97	\$38.55	\$46.63	
Ketchikan	7,503	Police Sergeant	Same	5	Union	40+	\$33.07	\$35.01	\$38.60	
Palmer	6,117	Commander	Same	1	Non	40	\$0.00	\$35.84	\$0.00	
Palmer	6,117	Police Sergeant	Same	3	Non	40	\$0.00	\$33.75	\$0.00	All currently at same wage
Kodiak	5,974	Sergeant & Lieutenants	Same	5	Non	40	\$30.59	\$35.27	\$42.28	
Homer	5,551	Police Sergeant	Same	3	Non	40	\$26.09	\$35.99	\$40.50	

Unalaska	4,297	Police Sergeant	Same	3	Union	40	\$34.07	<b>\$42.76</b>	\$44.45	First Sergeant position eliminated - reclassified
Valdez	4,144	Police Lieutenant/ Police Sergeant	Same	1/2	Non	75	\$40.41	<b>\$41.58</b>	\$43.17	Week on/week off
Nome	3,598	Sergeant	Same	2	Union	40	\$35.74	<b>\$33.85</b>	\$38.51	
North Pole	2,256	Police Sergeant	Same	3	Non	40	\$28.50	<b>\$33.40</b>	\$36.90	
Houston	1,912	Police Sergeant	Same	0	Non	40	\$0.00	<b>\$23.00</b>	\$0.00	Department Inactive at this time
Craig	1,201	Police Sergeant	More	1	Non	40	\$0.00	<b>\$26.64</b>	\$0.00	
Skagway	862	Police Sergeant	Same	1	Non	40	\$30.05	<b>\$0.00</b>	\$41.04	

### Public Safety Dispatcher

Performs the radio dispatching and clerical work necessary to support police officers, firefighters, and other emergency personal to maintain public peace, protect life and property, and prevent crime; serves the department's public reception window, types, and maintains records and files.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Kenai Peninsula Borough	51,900	Public Safety Dispatcher	Same	7	Union	40	\$24.13	<b>\$25.83</b>	\$26.79	
Juneau	32,164	Public Safety Dispatcher	More	10	Union	40	\$23.25	<b>\$26.79</b>	\$32.30	
Juneau	32,164	Lead Public Safety Dispatcher	More	2	Union	40	\$32.08	<b>\$34.37</b>	\$34.37	
Fairbanks	31,182	Public Safety Dispatcher - Lead	Same	4	Union	40+	\$22.74	<b>\$26.81</b>	\$28.38	
Fairbanks	31,182	Public Safety Dispatcher	Same	13	Union	40	\$21.65	<b>\$25.53</b>	\$27.03	
North Slope Borough	9,643	Police Dispatcher	Same	5	Non	37.5	\$27.99	<b>\$34.99</b>	\$41.99	
Sitka	8,627	Dispatch/Records Supervisor	Same	1	Union	40	\$0.00	<b>\$31.58</b>	\$0.00	
Sitka	8,627	Dispatcher/Records Clerk	Same	4	Union	40	\$20.99	<b>\$21.86</b>	\$24.47	
Wasilla	8,064	Technology Support Specialist	Same	1	Union	40	\$25.91	<b>\$29.40</b>	\$37.78	
Wasilla	8,064	Call Takers	Less	2	Union	40	\$18.88	<b>\$23.84</b>	\$27.54	
Wasilla	8,064	Emergency Dispatch Supervisors	Same	2	Union	40	\$23.30	<b>\$28.12</b>	\$33.99	

Wasilla	8,064	Emergency Dispatcher	Same	14	Union	40	\$18.88	<b>\$24.14</b>	\$30.60	
Ketchikan	7,503	Public Safety Dispatcher	Same	7	Union	40+	\$19.35	<b>\$20.93</b>	\$23.48	
Palmer	6,117	Public Safety Dispatcher	Same	10	Non	40	\$17.87	<b>\$21.93</b>	\$27.42	
Palmer	6,117	Dispatch Supervisor	Same	1	Non	40	\$0.00	<b>\$30.59</b>	\$0.00	
Palmer	6,117	Evidence & Records Custodian	Same	1	Non	40	\$0.00	<b>\$22.60</b>	\$0.00	
Palmer	6,117	Assistant to Dispatch Supervisor	Same	0	Non	40	\$0.00	<b>\$25.36</b>	\$0.00	Vacant
Kodiak	5,974	Communication Officers & Sergeant	Same	10	Non	40	\$19.43	<b>\$23.00</b>	\$32.61	
Homer	5,551	Public Safety Dispatcher I	Same	5	Non	40	\$19.90	<b>\$21.90</b>	\$30.89	
Homer	5,551	Public Safety Dispatcher II	Same	1	Non	40	\$21.47	<b>\$24.30</b>	\$33.36	
Homer	5,551	Communications Supervisor	Same	1	Non	40	\$26.09	<b>\$35.99</b>	\$40.50	
Unalaska	4,297	Communications Officer	Same	5	Union	40	\$24.61	<b>\$26.43</b>	\$32.11	2 new hires
Valdez	4,144	Public Safety Technician	Same	8	Non	75	\$22.55	<b>\$26.73</b>	\$30.69	Week on/week off
Nome	3,598	Communication Supervisor	More	1	Union	40	\$0.00	<b>\$25.54</b>	\$0.00	
Nome	3,598	Communication Officer II	Same	2	Union	40	\$22.01	<b>\$24.53</b>	\$26.56	
Nome	3,598	Communication Officer I	Same	3	Union	40	\$18.79	<b>\$19.69</b>	\$22.01	
Bristol Bay Borough	1,073	Dispatcher	Less	6	Non	40	\$17.24	<b>\$18.23</b>	\$19.28	
Skagway	862	911 Dispatcher	Same	4	Non	40	\$20.89	<b>\$0.00</b>	\$28.53	
Yakutat	610	Public Safety Dispatcher	Same	1	Non	40	\$0.00	<b>\$18.00</b>	\$0.00	
Saint Paul	459	Public Safety Dispatcher	Same	4	Non	Varies	\$11.89	<b>\$12.78</b>	\$13.21	

## Building Custodian

Under supervision performs a variety of tasks including general cleaning and custodial work to minor building maintenance and repair activities.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Facility Custodian	Same	2	Union	40	\$21.15	<b>\$23.21</b>	\$25.27	
Matanuska Susitna Borough	93,500	Custodian	Same	1	Union	40	\$0.00	<b>\$20.25</b>	\$0.00	
Matanuska Susitna Borough	93,500	Custodian II	Same	1	Union	40	\$0.00	<b>\$22.33</b>	\$0.00	+ 5% shift differential
Kenai Peninsula Borough	51,900	Building Custodian	Same	1	Union	20	\$0.00	<b>\$24.33</b>	\$0.00	
Juneau	32,164	Building Custodian	Same	14	Both	37.5	\$15.83	<b>\$18.28</b>	\$20.78	7 union, 6 non-union
Fairbanks	31,182	Building Custodian	Same	1	Union	40	\$0.00	<b>\$22.60</b>	\$0.00	
Ketchikan Gateway Borough	13,477	Custodian	Same	4	Union	40	\$12.76	<b>\$13.46</b>	\$19.92	1 Non-union
North Slope Borough	9,643	Maintenance/Custodian	Same	14	Non	37.5	\$18.04	<b>\$22.55</b>	\$27.07	
Sitka	8,627	Building Maintenance Specialist	Same	2	Union	40	\$27.16	<b>\$27.16</b>	\$27.16	
Ketchikan	7,503	Building Maintenance Worker	More	2	Union	40	\$16.53	<b>\$18.48</b>	\$20.43	
Palmer	6,117	Janitor	Same	3	Non	40	\$13.40	<b>\$14.95</b>	\$18.07	
Homer	5,551	Building Custodian	Same	2	Non	40	\$13.35	<b>\$18.42</b>	\$20.73	
Nome	3,598	Building Custodian	Same	2	Union	40	\$16.33	<b>\$17.93</b>	\$18.59	+ shift diff.
North Pole	2,256	Public Works Assistant	More	1	Non	40	\$0.00	<b>\$20.27</b>	\$0.00	
Delta Junction	1,098	Building Custodian	Less	1	Non	8-12	\$0.00	<b>\$11.93</b>	\$0.00	
Sand Point	983	Janitor	Same	1	Non	30+	\$0.00	<b>\$19.53</b>	\$0.00	
Noorvik	636	Janitor	Less	1	Non	20	\$18.00	<b>\$0.00</b>	\$20.80	
Chefornak	465	Janitor	Same	1	Non	18	\$10.00	<b>\$10.00</b>	\$0.00	

Saint Paul	459	Janitor/Housekeeper	Same	1	Non	10-30	\$0.00	<b>\$13.80</b>	\$0.00
Russian Mission	329	Janitor	Same	1	Non	4	\$10.00	<b>\$12.00</b>	\$12.00
Anderson	275	Building Custodian	Same	1	Non	5	\$10.00	<b>\$0.00</b>	\$15.00
Nulato	270	Public Works	Same	1	Non	30	\$0.00	<b>\$18.17</b>	\$0.00
Atkasuk	250	Janitor	More	1	Non	37.5	\$18.00	<b>\$18.00</b>	\$18.00
White Mountain	199	Janitor	Same	1	Non	7.5	\$12.00	<b>\$14.51</b>	\$0.00
Ouzinkie	178	Building Custodian	Same	1	Non	4.5	\$0.00	<b>\$15.00</b>	\$0.00
Tenakee Springs	145	Municipal Building Custodian	Less	1	Non	4-5	\$0.00	<b>\$15.00</b>	\$0.00
Cold Bay	89	Janitor	Same	1	Non	2-5	\$0.00	<b>\$15.00</b>	\$0.00
Nikolai	88	Custodian	Same	1	Non	Varies	\$15.00	<b>\$15.00</b>	\$15.00

### Engineer

Applies civil engineering principles and practices in the preparation of plans, specifications, and estimates related to the design, construction, and maintenance of public works projects such as new construction of improvements on streets, sanitary and storm sewer systems, and water distribution structures and systems. As a project engineer, constantly monitors the progress on assigned projects to assure compliance with designated time schedules and costs for project completion. Resolves problems and specification changes between contractors and the jurisdiction on assigned projects.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Matanuska-Susitna Borough	93,500	Civil Engineer	Same	1	Union	40	\$39.66	<b>\$51.74</b>	\$49.73	
Kenai Peninsula Borough	51,900	Capitol Project Administrator	Same	4	Non	40	\$34.86	<b>\$38.94</b>	\$41.99	
Juneau	32,164	Engineer/Architect I	More	4	Both	37.5	\$38.21	<b>\$40.66</b>	\$42.57	3 union, 1 non-union
Juneau	32,164	Engineering/Architectural Associate	More	6	Union	37.5	\$36.99	<b>\$39.74</b>	\$42.61	
Fairbanks	31,182	Engineer	Same	6	Union	40	\$32.88	<b>\$38.04</b>	\$44.73	
Kodiak Island Borough	13,592	Facilities Director	Less	1	Non	40	\$0.00	<b>\$49.14</b>	\$0.00	
Kodiak Island Borough	13,592	Project Assistant	Less	1	Union	40	\$0.00	<b>\$25.86</b>	\$0.00	
Sitka	8,627	Municipal Engineer	Same	1	Non	40	\$47.66	<b>\$50.00</b>	\$48.78	

Sitka	8,627	Project Engineer	Same	1	Union	40	\$0.00	<b>\$42.18</b>	\$0.00	
Sitka	8,627	Senior Engineer	Same	2	Union	40	\$48.85	<b>\$48.86</b>	\$48.86	
Ketchikan	7,503	Senior Project Engineer	More	1	Non	40	\$0.00	<b>\$42.07</b>	\$0.00	
Kodiak	5,974	City Engineer	Same	1	Non	40	\$0.00	<b>\$43.15</b>	\$0.00	
Unalaska	4,297	City Engineer	Same	1	Non	40	\$0.00	<b>\$42.51</b>	\$0.00	Engineering tech recently promoted
Valdez	4,144	Capital Facilities Director	Same	1	Non	40	\$0.00	<b>\$49.46</b>	\$0.00	Exempt

### Engineering Technician

Assists other engineering employees in the preparation and maintenance of construction plans, sewer installation records, scale maps, and related data under close supervision. Performs regular and recurring task including the maintenance of records and preparation of maps and sketches. May act as rod or chain worker using engineering survey instruments and equipment in field measurements and leveling work. May do field inspections.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Engineering/Architectural Assistant II	More	4	Union	37.5	\$25.01	<b>\$31.31</b>	\$34.28	
Fairbanks	31,182	Engineering Technician	Same	2	Union	40	\$22.83	<b>\$25.92</b>	\$0.00	New rates
Sitka	8,627	Engineering CAD Tech	More	1	Union	20	\$0.00	<b>\$24.86</b>	\$0.00	
Ketchikan	7,503	Engineering Technician	More	2	Union	40	\$26.68	<b>\$26.88</b>	\$27.08	
Homer	5,551	Engineering Technician	Less	1	Non	40	\$18.30	<b>\$0.00</b>	\$28.40	
Homer	5,551	Public Works Inspector	More	1	Non	40	\$23.81	<b>\$35.88</b>	\$36.95	

### Equipment Operator

Operates a wide variety of equipment such as street sweeper, loader, grader, backhoe, bulldozer, or other similar equipment. May do light maintenance on the equipment.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Equipment Operator	Same	6	Union	40	\$26.60	<b>\$28.10</b>	\$29.94	
Juneau	32,164	Equipment Operator I	Same	2	Union	37.5	\$23.41	<b>\$0.00</b>	\$28.18	
Juneau	32,164	Equipment Operator II	More	20	Both	37.5	\$26.68	<b>\$29.04</b>	\$32.13	

Sitka	8,627	Parks and Grounds Maintenance Supervisor	More	1	Union	40	\$0.00	<b>\$25.60</b>	\$0.00
Palmer	6,117	Equipment Operator	Same	3	Non	40	\$21.77	<b>\$26.83</b>	\$29.37
Unalaska	4,297	Medium Equipment Operator	Same	4	Union	40	\$29.08	<b>\$36.68</b>	\$34.72
Nome	3,598	Heavy Equipment Operator	Same	4	Union	40	\$26.51	<b>\$29.99</b>	\$37.62
Bristol Bay Borough	1,073	Equipment Operator	Same	4	Non	40	\$19.73	<b>\$23.92</b>	\$30.03
Sand Point	983	Equipment Operator	Same	1	Non	40	\$0.00	<b>\$17.87</b>	\$0.00
King Cove	953	Equipment Operator	More	1	Non	40	\$0.00	<b>\$23.75</b>	\$0.00
Port Lions	205	Streets & Roads Foreman	Same	1	Non	30	\$0.00	<b>\$18.00</b>	\$0.00
White Mountain	199	Equipment Operator	Same	1	Non	1-10	\$0.00	<b>\$20.00</b>	\$30.00
Ouzinkie	170	Equipment Operator	Same	3	Non		\$0.00	<b>\$18.48</b>	\$0.00

### Heavy Equipment Operator

Utilizes heavy equipment to accomplish the more difficult and complex installation, repair and maintenance work in the street/road division. Operates equipment such as backhoes, power shovels, bulldozers, asphalt pavers and snowplows a majority of the workday.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Kenai Peninsula Borough	51,900	Laborer/Operator	Same	8	Union	40	\$22.66	<b>\$27.96</b>	\$31.52	
Juneau	32,164	Senior Equipment Operator	More	3	Both	37.5	\$35.03	<b>\$36.43</b>	\$37.40	2 union, 1 non-union
Fairbanks	31,182	Heavy Equipment Operator	Same	8	Union	40	\$0.00	<b>\$28.53</b>	\$0.00	
North Slope Borough	9,643	Heavy Equipment Operator	Same	24	Non	37.5	\$29.31	<b>\$39.74</b>	\$44.09	
Sitka	8,627	Heavy Equipment Operator	Same	4	Union	40	\$19.47	<b>\$23.94</b>	\$30.72	
Ketchikan	7,503	Maintenance Technician I	More	12	Union	40	\$19.73	<b>\$22.35</b>	\$26.84	
Kodiak	5,974	Heavy Equipment Operator	Same	4	Non	40	\$27.28	<b>\$28.80</b>	\$30.27	
Homer	5,551	Equipment Operator II	More	5	Non	40	\$20.71	<b>\$26.91</b>	\$32.13	

Homer	5,551	Lead Equipment Operator	More	1	Non	40	\$23.04	<b>\$35.75</b>	\$35.75	Top of pay scale
Unalaska	4,297	Heavy Equipment Operator	Same	3	Union	40	\$0.00	<b>\$43.16</b>	\$0.00	
Valdez	4,144	Heavy Equipment Operator	Same	5	Non	37.5	\$31.83	<b>\$33.55</b>	\$36.44	
Denali Borough	1,826	Heavy Equipment Operator	More	2	Non	40	\$24.01	<b>\$24.01</b>	\$24.01	
Craig	1,201	Foreman	More	1	Non	40	\$0.00	<b>\$24.30</b>	\$0.00	
Delta Junction	1,098	Heavy Equipment Operator	Same	1	Non	31-40	\$0.00	<b>\$24.16</b>	\$0.00	
Skagway	862	Heavy Equipment Operator	Same	4	Non	40	\$28.22	<b>\$0.00</b>	\$38.53	
Yakutat	610	Heavy Equipment Operator	More	1	Non	35	\$0.00	<b>\$20.00</b>	\$0.00	
Saint Paul	459	Heavy Equipment Operator	Same	1	Non	40	\$0.00	<b>\$22.98</b>	\$0.00	
Brevig Mission	388	Heavy Equipment Operator	Same	1	Non	On Call	\$15.00	<b>\$15.00</b>	\$15.00	
Anderson	275	Maintenance/Operator/Foreman	More	1	Non	20	\$0.00	<b>\$25.00</b>	\$0.00	
Tanana	258	Heavy Equipment Operator	Same	3	Non	40	\$22.00	<b>\$30.00</b>	\$32.00	
White Mountain	199	Heavy Equipment Operator	Same	1	Non	5	\$0.00	<b>\$20.00</b>	\$30.00	
Tenakee Springs	145	Heavy Equipment Operator	Same	Varies	Non	Varies	\$20.00	<b>\$20.00</b>	\$20.00	

### Laborer

Performs manual labor requiring the use of hand tools and the operation of simple power tools such as chain saws. Typically works as a crew member under frequent supervision in installation, repair and maintenance work in areas of assignment.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks	31,182	Laborer	Same	7	Union	40	\$0.00	<b>\$22.83</b>	\$0.00	
North Slope Borough	9,643	Laborer	Same	39	Non	37.5	\$18.04	<b>\$22.55</b>	\$27.07	
Ketchikan	7,503	General Laborer	Same	4	Non	40	\$0.00	<b>\$17.62</b>	\$0.00	
Kodiak	5,974	Laborer	Same	3	Non	40	\$20.18	<b>\$21.08</b>	\$22.55	

Unalaska	4,297	Maintenance Mechanic I	Same	1	Union	40	\$0.00	<b>\$23.83</b>	\$0.00	New Hire
Nome	3,598	Laborer	Same	2	Union	40	\$0.00	<b>\$18.59</b>	\$0.00	
North Pole	2,256	Laborer	Same	3	Non	40	\$0.00	<b>\$18.00</b>	\$0.00	Seasonal
Denah Borough	1,826	Landfill Gatekeeper	Same	2	Non	40	\$0.00	<b>\$17.69</b>	\$0.00	
Sand Point	983	Laborer I or II	More	3	Non	40	\$17.87	<b>\$18.43</b>	\$19.01	
King Cove	953	Laborer	More	4	Non	40	\$21.21	<b>\$22.38</b>	\$21.73	
Skagway	862	Public Works Facilities Maintenance	Same	11	Non	40	\$20.89	<b>\$0.00</b>	\$28.53	
Noorvik	636	Laborer	Less	1	Non	35	\$15.00	<b>\$18.50</b>	\$20.00	
Saint Paul	459	Laborer	Same	3	Non	30-40	\$13.62	<b>\$13.61</b>	\$14.25	
Brevig Mission	388	Facility Manager	Less	1	Non	15	\$11.50	<b>\$11.50</b>	\$11.50	
Adak	321	Laborer	Same	3	Non	40	\$18.00	<b>\$18.90</b>	\$20.16	
Anderson	275	Laborer/Student	Same	1	Non	40	\$10.00	<b>\$0.00</b>	\$10.00	
Tanana	258	Laborer	Same	3	Non	40	\$22.00	<b>\$28.00</b>	\$32.00	
Port Lions	205	Assistant Streets & Roads	Same	1	Non	30	\$0.00	<b>\$15.00</b>	\$0.00	
White Mountain	199	Laborer	Same	1	Non	5	\$0.00	<b>\$20.00</b>	\$0.00	
Ouzinkie	178	Laborer	Same	4	Non	As needed	\$0.00	<b>\$15.00</b>	\$0.00	Hours - as needed
Tenakee Springs	145	Foreman/Skilled Laborer	More	Varies	Non	Varies	\$15.00	<b>\$15.00</b>	\$20.00	
Larsen Bay	87	Laborer	Same	3	Non	40	\$13.00	<b>\$0.00</b>	\$14.00	

## Maintenance Worker

Performs regular and recurring installation, repair, and maintenance work in public works. Operates pick-up and single-axle dump trucks and proficiently operates power equipment such as chainsaws, leveling vibrators, and jack hammers. Performs maintenance work in trades and crafts and may do work in water and sewer in the maintenance of distribution systems and collection systems. Has ability to perform carpentry, painting, plumbing, and a variety of general maintenance skills. This job excludes unskilled laborers, refuse collectors, equipment operators, and sewage treatment plant operators.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Maintenance Mechanic II	Same	3	Union	40	\$31.29	\$35.44	\$38.16	
Matanuska-Susitna Borough	93,500	Facility Maintenance Specialist	More	4	Union	40	\$31.99	\$38.50	\$43.00	
Kenai Peninsula Borough	51,900	General Maintenance Worker/Various Titles	Same	33	Union	40	\$22.55	\$32.36	\$40.18	
Juneau	32,164	Maintenance Mechanic II	Same	8	Both	37.5	\$27.58	\$31.41	\$34.28	7 union, 1 non-union
Kodiak Island Borough	13,592	Maintenance Mechanic	Less	1	Union	40	\$0.00	\$29.26	\$0.00	
Kodiak Island Borough	13,592	Maintenance Engineer	Less	1	Union	40	\$0.00	\$39.35	\$0.00	
Kodiak Island Borough	13,592	Maintenance Coordinator	Less	1	Union	40	\$0.00	\$40.34	\$0.00	
Ketchikan Gateway Borough	13,477	Maintenance Technician	Same	2	Union	40	\$18.51	\$20.85	\$31.64	
North Slope Borough	9,643	Facility Maintenance Specialist	Same	23	Non	37.5	\$25.39	\$31.98	\$38.04	
Sitka	8,627	Maintenance Worker	Same	2	Union	40	\$21.47	\$22.16	\$22.85	
Wasilla	8,064	Roads Technician I/II	Same	4	Union	40	\$22.31	\$25.59	\$36.92	low/high covers I and II range
Wasilla	8,064	Facilities Maintenance Technician I & II	Same	2	Union	40	\$22.31	\$26.75	\$36.92	Low and high covers I & II ranges
Wasilla	8,064	Maintenance Specialist	Less	1	Union	40	\$23.94	\$26.96	\$28.05	
Wasilla	8,064	Building Supervisor	Less	2	Union	40	\$22.19	\$25.00	\$26.00	
Palmer	6,117	Maintenance Worker	Same	2	Non	40	\$20.71	\$21.95	\$23.19	
Kodiak	5,974	Maintenance Worker	Same	5	Non	40	\$18.34	\$19.38	\$21.32	
Unalaska	4,297	Installation Maintenance Worker	More	5	Union	40	\$29.08	\$35.95	\$39.67	one position currently vacant
Valdez	4,144	Building/Hospital Maintenance Technician	Same	7.7	Non	37.5	\$24.05	\$29.59	\$35.28	

Nome	3,598	Maintenance Worker	Same	3	Union	40	\$26.51	\$27.21	\$32.10	
Houston	1,912	Roads Assistant	More	0	Non	40	\$0.00	\$16.00	\$21.00	Full-time
Craig	1,201	Equipment Operator in Training	Less	1	Non	40	\$0.00	\$18.37	\$0.00	
Delta Junction	1,098	Facility Maintenance	Same	2	Non	10-35	\$10.00	\$17.34	\$20.00	
Delta Junction	1,098	Maintenance Worker	Same	1	Non	15-35	\$0.00	\$22.06	\$0.00	
Bristol Bay Borough	1,073	Maintenance Worker	Same	1	Non	40	\$19.73	\$23.92	\$30.03	
Sand Point	983	Equipment Maintenance	Same	1	Non	40	\$0.00	\$22.05	\$0.00	
King Cove	953	Assistant	More	1	Non	40	\$0.00	\$21.84	\$0.00	
Quinhagak	689	Washeteria / Maintenance Man	Same	1	Non	10	\$13.00	\$14.38	\$15.00	
Nenana	479	Maintenance Operator	More	1	Non	40	\$0.00	\$18.65	\$0.00	
Saint Paul	459	Maintenance Worker	More	11	Non	40	\$14.25	\$15.55	\$25.27	
Saxman	405	Public Works Technician	Less	1	Non	40	\$16.00	\$16.00	\$16.00	
Russian Mission	329	Maintenance Worker	Same	1	Non	On Call	\$10.00	\$15.00	\$30.00	
Tanana	258	Building/Maintenance/Operation	Same	5	Non	40	\$23.00	\$26.00	\$32.00	Seasonal
Seldovia	243	Maintenance	More	2	Union	40	\$0.00	\$24.06	\$0.00	
Kaktovik	239	Maintenance	Less	1	Non	20	\$16.00	\$19.00	\$21.00	
White Mountain	199	Maintenance Worker	Same	1	Non	On-Call	\$0.00	\$20.00	\$0.00	
Ouzinkic	178	Maintenance Worker	More	1	Non		\$0.00	\$15.75	\$0.00	Hours as needed
Coffman Cove	156	Maintenance Worker	Same	1	Non	30	\$0.00	\$17.00	\$0.00	
Nikolai	88	Maintenance	Same	1	Non	40	\$18.00	\$18.00	\$18.00	\$1000 per month

## Mechanic

Inspects, diagnoses, overhauls, repairs and maintains gasoline, diesel and mechanical equipment and machinery such as backhoe, graders, automobiles, dump trucks, pumps (including water, hydraulic and air pumps), generators and air compressors. May do some arc and gas welding and fabricate parts. Performs repairs in the field as required.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Mechanic	Same	5	Union	40	\$30.50	\$36.42	\$41.03	
Matanuska-Susitna Borough	93,500	Equipment Mechanic/PW Vehicle Ctr.	Same	1	Union	40	\$0.00	\$28.76	\$0.00	
Matanuska-Susitna Borough	93,500	Equipment Mechanic	Same	1	Union	40	\$0.00	\$33.68	\$0.00	
Kenai Peninsula Borough	51,900	Auto/Diesel Mechanic	Same	7	Union	40	\$25.82	\$32.65	\$39.07	
Juneau	32,164	Mechanic II	Same	6	Both	37.5	\$28.49	\$31.57	\$35.03	5 union & 1 non-union
Fairbanks	31,182	Mechanic	Same	4	Union	40	\$0.00	\$28.53	\$0.00	
Ketchikan Gateway Borough	13,477	Mechanic	Same	2	Union	40	\$20.54	\$25.67	\$24.91	
North Slope Borough	9,643	Mechanic	Same	28	Non	37.5	\$21.93	\$27.42	\$46.29	
Sitka	8,627	Heavy Equipment Mechanic	More	2	Union	40	\$26.61	\$26.87	\$27.31	
Ketchikan	7,503	Mechanic	Same	3	Union	40	\$22.10	\$24.23	\$26.44	
Palmer	6,117	Mechanic	Same	2	Non	40	\$28.38	\$28.87	\$29.37	
Kodiak	5,974	Mechanic	Same	2	Non	40	\$20.50	\$21.45	\$22.34	
Homer	5,551	Lead Mechanic	Same	1	Non	40	\$23.04	\$27.58	\$35.75	
Homer	5,551	Mechanic II	Same	1	Non	40	\$19.90	\$20.72	\$30.89	
Unalaska	4,297	Heavy Equipment Mechanic	Same	2	Union	40	\$31.63	\$35.57	\$41.28	
Valdez	4,144	Mechanic	Same	2	Non	37.5	\$28.68	\$32.56	\$36.44	
Bristol Bay Borough	1,073	Mechanic	Same	2	Non	40	\$19.73	\$23.92	\$30.03	
King Cove	953	Mechanic	More	1	Non	40	\$0.00	\$22.50	\$25.00	

Noorvik	636	Mechanic	More	2	Non	35	\$18.00	\$0.00	\$24.00	
Saint Paul	459	Mechanic	Same	5	Non	40	\$14.70	\$20.11	\$23.02	
Brevig Mission	388	Mechanic	Same	1	Non	Varies	\$0.00	\$15.00	\$0.00	
Adak	321	Mechanic	Same	1	Non	40	\$0.00	\$28.64	\$0.00	
Tanana	258	Mechanic	Same	2	Non	40	\$28.00	\$30.00	\$35.00	On call - Temp. 2 1% rate increase set for 07/01/11
White Mountain	199	Mechanic	Same	1	Non	On-Call	\$0.00	\$20.00	\$0.00	
Whittier	189	Mechanic	More	1	Non	40	\$0.00	\$27.50	\$0.00	
Tenakee Springs	145	Electric Generator Maintenance and Repair	Less	1	Non	23	\$16.50	\$18.00	\$18.00	

### Public Works Director

Plans, organizes, directs, and controls the function of the Public Works Department. Develops and implements policies, procedures, and practices to provide services in engineering, building inspection, equipment maintenance, street and storm drainage maintenance, traffic control, and water and sewer treatment. May also be accountable for public transit services, airport facilities, or related services. This job typically reports to the chief administrative officer of the jurisdiction.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks North Star Borough	100,272	Public Works Director	Same	1	Union	40	\$0.00	\$64.41	\$0.00	
Matanuska-Susitna Borough	93,500	Public Works Director	Same	0	Non	40	\$0.00	\$55.20	\$0.00	
Kenai Peninsula Borough	51,900	Major Capital Projects Director	Same	1	Non	40	\$0.00	\$44.83	\$0.00	Plus Car Allowance
Juneau	32,164	Public Works Director	Same	1	Non	40	\$0.00	\$57.12	\$0.00	
Fairbanks	31,182	Public Works Director/City Engineer	Same	1	Union	40+	\$0.00	\$49.24	\$0.00	
Ketchikan Gateway Borough	13,477	Public Works Director	Same	1	Non	40	\$32.59	\$42.60	\$56.53	
Sitka	8,627	Public Works Director	More	1	Non	40	\$0.00	\$51.77	\$0.00	
Wasilla	8,064	Public Works Director	Same	1	Non	40	\$43.85	\$49.77	\$58.34	
Ketchikan	7,503	Public Works Director	More	1	Non	40	\$0.00	\$55.20	\$0.00	
Palmer	6,117	Public Works Director	Same	1	Non	40	\$0.00	\$38.88	\$0.00	

Palmer	6,117	Public Works Superintendent	Same	1	Non	40	\$0.00	\$34.94	\$0.00	
Kodiak	5,974	Public Works Director	Same	1	Non	40	\$0.00	\$52.49	\$0.00	
Homer	5,551	Public Works Superintendent	Less	1	Non	40	\$26.82	\$41.66	\$41.66	Top of pay scale.
Homer	5,551	Public Works Director	Same	1	Non	40	\$30.51	\$47.34	\$47.34	Top of pay scale.
Unalaska	4,297	Public Works Director	Same	1	Non	40	\$0.00	\$51.43	\$0.00	
North Pole	2,256	Director of City Services	More	1	Non	40	\$0.00	\$44.97	\$0.00	
Houston	1,912	Public Works Director	Same	1	Non	40	\$0.00	\$24.72	\$24.72	
Craig	1,201	Parks/Facilities Assistant	Same	1	Non	40	\$0.00	\$18.92	\$0.00	
Craig	1,201	Public Works Director	Same	1	Non	40	\$0.00	\$35.44	\$0.00	
Bristol Bay Borough	1,073	Public Works Director	Same	1	Non	40	\$31.20	\$37.36	\$46.91	
Sand Point	983	Public Works Director	Same	1	Non		\$0.00	\$0.00	\$0.00	\$68,459-Salary/Contract
King Cove	953	Public Works Director	More	1	Non	40+	\$0.00	\$39.03	\$0.00	
Skagway	862	Public Works Director	Same	1	Non	40	\$37.38	\$0.00	\$51.06	
Quinhagak	689	Public Works Director	Same	1	Non	30	\$0.00	\$18.00	\$0.00	
Yakutat	610	Borough Facilities Manager	Less	1	Non	35	\$0.00	\$36.10	\$0.00	
Saint Paul	459	Public Works Manager	Same	2	Non	40	\$26.86	\$0.00	\$42.54	
Russian Mission	329	Laborer	Same	10	Non	On Call	\$10.00	\$12.00	\$14.00	
Tanana	258	Public Works Director	Same	1	Non	40	\$25.00	\$32.00	\$38.00	
Whittier	189	Public Works Director	Same	1	Non	40	\$0.00	\$38.69	\$0.00	
Tenakee Springs	145	Facilities Manager	Less	1	Non	Varies	\$20.00	\$22.00	\$24.00	
Cold Bay	89	Public Works Director	More	1	Non	40	\$0.00	\$20.00	\$27.50	

## Refuse Collector

Collects and disposes of refuse and garbage by lifting and emptying refuse containers into waste collection truck on an assigned route. Alternates between driving the collection truck and emptying refuse containers; maintains records as required. Works under infrequent supervision.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Fairbanks	31,182	Packer Driver	Same	2	Union	40	\$24.05	<b>\$25.92</b>	\$0.00	No longevity
Kodiak Island Borough	13,592	Baler Operator	More	6	Union	40	\$24.61	<b>\$30.99</b>	\$38.39	
North Slope Borough	9,643	Waste Collector I	Same	7	Non	37.5	\$18.95	<b>\$23.68</b>	\$28.42	
Ketchikan	7,503	Solid Waste Collection	Same	5	Union	40+	\$18.88	<b>\$20.83</b>	\$23.60	
Palmer	6,117	Solid Waste Collector	Same	1	Non	40	\$0.00	<b>\$21.73</b>	\$0.00	
Valdez	4,144	Refuse Collector	Same	6	Non	37.5	\$22.55	<b>\$28.65</b>	\$35.28	
Bristol Bay Borough	1,073	Landfill Operator	Less	2	Non	40	\$19.73	<b>\$23.92</b>	\$30.03	
Sand Point	983	Refuse Collector	More	1	Non	40	\$0.00	<b>\$19.22</b>	\$0.00	
Skagway	862	Refuse Collector/Incinerator Technician	More	3	Non	40	\$24.55	<b>\$0.00</b>	\$33.52	
Quinhagak	689	Refuse Collector	Same	1	Non	24	\$0.00	<b>\$13.00</b>	\$0.00	
Noorvik	636	Landfill Operator	Same	2	Non	20	\$28.00	<b>\$28.00</b>	\$30.00	
Yakutat	610	Landfill Tenant	Less	1	Non	35	\$0.00	<b>\$21.00</b>	\$0.00	
Saint Paul	459	Refuse Collector	Same	3	Non	40	\$14.92	<b>\$16.11</b>	\$21.24	
Brevig Mission	388	Refuse Collector	Same	2	Non	9	\$12.00	<b>\$13.00</b>	\$14.00	
Russian Mission	329	Mechanic	Same	1	Non	On Call	\$10.00	<b>\$15.00</b>	\$30.00	
Scldovia	243	Sanitation	Same	2	Non	7	\$0.00	<b>\$13.21</b>	\$0.00	
Port Lions	205	Refuse Collector	Same	1	Non	6	\$0.00	<b>\$0.00</b>	\$0.00	\$40.00 per day, 2 days a week
Coffman Cove	156	Garboligist	Same	2	Non	7	\$0.00	<b>\$17.00</b>	\$0.00	

### Utilities Maintenance Worker

Journeyman maintenance worker who performs regular and recurring installation, repair, and maintenance work in water supply and distribution, electrical, and/or telephone utilities.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Maintenance Water Utilities Operator	Same	3	Union	37.5	\$33.52	\$0.00	\$35.79	All are at same rate
Sitka	8,627	Journeyman Lineman	More	3	Union	40	\$0.00	\$41.80	\$0.00	
Palmer	6,117	Meter Reader	More	1	Non	40	\$0.00	\$23.56	\$0.00	
Homer	5,551	W/WW Utilities Technician III	More	1	Non	40	\$23.04	\$35.75	\$35.75	Top of pay scale.
Homer	5,551	W/WW Utilities Technician II	More	0	Non	40	\$20.71	\$21.54	\$32.13	
Homer	5,551	W/WW Utilities Technician I	More	3	Non	40	\$17.48	\$18.20	\$27.14	
Homer	5,551	Treatment Maintenance Technician II	More	2	Non	40	\$19.10	\$26.34	\$29.66	One new hire.
North Pole	2,256	Utility Operator	More	1	Non	40	\$23.38	\$29.20	\$0.00	
Craig	1,201	Utilities Maintenance Worker	More	1	Non	40	\$0.00	\$16.27	\$0.00	
King Cove	953	Electric Department	Less	2	Non	40	\$0.00	\$29.51	\$0.00	
Saint Paul	459	Electrical Utility Department	Same	3	Non	40	\$17.88	\$27.81	\$29.54	
Brevig Mission	388	Utilities Maintenance Worker	More	2	Non	25	\$16.00	\$0.00	\$65.59	1 Alternate
Tenakee Springs	145	Wire Work	Same	2 temp	Non	Varies	\$0.00	\$35.00	\$0.00	

### Water or Sewer Operator (I-IV)

One of four positions requiring a state certification. Generally, tends machines and observes operation of plant.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Matanuska-Susitna Borough	93,500	Utilities/Facilities Maintenance Specialist	Same	1	Non	40	\$0.00	\$30.75	\$0.00	
Juneau	32,164	Senior Wastewater Treatment Plant Operator	More	2	Union	40	\$38.24	\$0.00	\$39.05	

Juneau	32,164	Asst. Wastewater Treatment Plant Operator	Same	0	Union	37.5	\$25.58	\$26.14	\$26.42	
Juneau	32,164	Wastewater Treatment Plant Operator	More	6	Union	40	\$28.49	\$31.95	\$34.28	
Ketchikan Gateway Borough	13,477	Water & Sewer Operator I	Same	2	Union	40	\$14.36	\$17.38	\$20.67	
Ketchikan Gateway Borough	13,477	Water & Sewer Operator II	Same	2	Union	40	\$17.26	\$20.88	\$24.84	
North Slope Borough	9,643	Water Utility Systems Operator	Same	20	Non	37.5	\$19.89	\$24.87	\$29.84	
Sitka	8,627	Water Operator I	Same	1	Union	40	\$0.00	\$25.22	\$0.00	
Sitka	8,627	Wastewater Facilities Operator	More	3	Union	40	\$22.54	\$25.55	\$27.16	
Sitka	8,627	Chief Water Facilities Operator	More	1	Non	40	\$0.00	\$31.45	\$0.00	
Sitka	8,627	Senior Water Facilities Operator	Same	1	Union	40	\$0.00	\$28.51	\$0.00	One of four positions requiring a state certification. Generally, tends machines and
Sitka	8,627	Chief Wastewater Facility Operator	More	1	Union	40	\$0.00	\$31.45	\$0.00	
Wasilla	8,064	Water or Sewer Operator I	Same	2	Union	40	\$22.31	\$22.31	\$32.13	
Wasilla	8,064	Water or Sewer Operator II	Same	3	Union	40	\$25.64	\$30.42	\$36.92	
Ketchikan	7,503	Senior Wastewater System Operator	Same	1	Union	40	\$0.00	\$24.29	\$0.00	
Ketchikan	7,503	Wastewater Operator	Same	4	Union	40	\$21.03	\$22.20	\$24.04	
North Slope Borough	6,751	Waste Collector II	Same	5	Non	37.5	\$24.18	\$30.23	\$36.27	
North Slope Borough	6,751	TOS Operator	Same	20	Non	37.5	\$19.89	\$24.67	\$29.84	
Palmer	6,117	H2O or Sewer Operator I, II	Same	3	Non	40	\$22.65	\$25.44	\$28.38	
Palmer	6,117	Ice Arena Operator & Grounds Foreman	Same	1	Non	40	\$0.00	\$19.92	\$0.00	
Palmer	6,117	Ice Arena Assistant	Same	3	Non	20	\$11.92	\$13.89	\$16.37	
Kodiak	5,974	Treatment Plant Operator III	Same	2	Non	40	\$0.00	\$0.00	\$0.00	Moved to II to be consistent with SOA
Kodiak	5,974	Treatment Plant Operator I	Same	2	Non	40	\$23.84	\$24.67	\$25.49	
Kodiak	5,974	Treatment Plant Operator II	Same	3	Non	40	\$27.22	\$28.72	\$29.47	

Kodiak	5,974	Treatment Plant Operator IV	Same	1	Non	40	\$0.00	<b>\$33.52</b>	\$0.00	
Homer	5,551	Treatment Operator III	More	1	Non	40	\$20.71	<b>\$26.91</b>	\$32.13	
Homer	5,551	Lead Operator	Same	1	Non	40	\$23.04	<b>\$35.75</b>	\$35.75	
Homer	5,551	Treatment Operator I	More	1	Non	40	\$19.10	<b>\$22.85</b>	\$29.66	
Unalaska	4,297	Wastewater Operator II	Same	1	Union	40	\$0.00	<b>\$40.37</b>	\$0.00	Additional position to be added in FY14
Unalaska	4,297	Wastewater Operator III	Same	1	Union	40	\$32.41	<b>\$35.56</b>	\$38.70	Position to be replaced by 2nd WW OPII in FY14
Unalaska	4,297	Wastewater Operator I	Same	1	Union	40	\$0.00	<b>\$37.54</b>	\$0.00	
Valdez	4,144	Utilities Technician	Same	4	Non	37.5	\$30.69	<b>\$32.12</b>	\$35.28	
North Pole	2,256	Utility Assistant	Less	2	Non	40	\$21.93	<b>\$24.62</b>	\$0.00	Asst until # of Hrs & state cert., then is operator
Craig	1,201	Water & Sewer Operator I	Same	1	Non	40	\$0.00	<b>\$21.88</b>	\$0.00	
Craig	1,201	Water/Sewer Operator III	Same	1	Non	40	\$0.00	<b>\$28.79</b>	\$0.00	
Bristol Bay Borough	1,073	Wastewater Treatment Operator	Same	2	Non	40	\$19.73	<b>\$23.92</b>	\$30.03	
Sand Point	983	Water/Sewer Operator	Same	1	Non	40	\$0.00	<b>\$16.57</b>	\$0.00	
Skagway	862	Water Production Technician	Same	1	Non	40	\$26.39	<b>\$0.00</b>	\$36.03	
Quinhagak	689	Water & Sewer Collector	Same	2	Non	35	\$0.00	<b>\$13.00</b>	\$0.00	
Yakutat	610	Water & Sewer Operator	Same	2	Non	35	\$0.00	<b>\$20.00</b>	\$0.00	
Chefomak	465	Water Operator	Same	2	Non	25	\$11.75	<b>\$11.75</b>	\$0.00	
Chefomak	465	Water & Sewer Operator	Same	2	Non	25	\$12.50	<b>\$15.00</b>	\$0.00	
Saint Paul	459	Water/Sewer Operator	Same	2	Non	40	\$17.51	<b>\$0.00</b>	\$19.36	
Saxman	405	Water/Sewer Director	More	1	Non	40	\$16.00	<b>\$16.00</b>	\$16.00	
Russian Mission	329	Water Plant Operator	Same	2	Non	25	\$10.00	<b>\$12.00</b>	\$25.00	
Nulato	270	Water & Sewer Plant Operator	More	1	Non	34	\$0.00	<b>\$18.17</b>	\$0.00	

Tanana	258	Water & Sewer Operator II	Same	1	Non	30	\$15.00	<b>\$19.00</b>	\$24.00	
Port Lions	205	Assistant Water/Sewer Operator	Same	1	Non	10	\$0.00	<b>\$0.00</b>	\$0.00	\$5.00 per day, weekends
Port Lions	205	Water/Sewer Operator	Same	1	Non	15	\$0.00	<b>\$0.00</b>	\$0.00	\$970.60 per pay period
White Mountain	199	Water or Sewer Operator (I-IV)	Same	1	Non	12.5	\$0.00	<b>\$0.00</b>	\$0.00	
Whittier	189	Water or Sewer Operator I	More	1	Non	40	\$0.00	<b>\$28.87</b>	\$0.00	
Ouzinkie	178	Sewer Maintenance	Same	3	Non	As needed	\$0.00	<b>\$17.32</b>	\$0.00	Hours - as needed
Coffman Cove	156	Water or Sewer Operator	More	1	Non	20	\$0.00	<b>\$20.00</b>	\$0.00	
Coffman Cove	156	Waste Water Treatment Operator Backup	Same	1	Non	10	\$0.00	<b>\$17.00</b>	\$0.00	
Deering	152	Water Plant Operator	Same	2	Non	30	\$0.00	<b>\$20.00</b>	\$0.00	

### Water or Sewer Supervisor

Performs administrative and technical work in the direction of water operation and/or wastewater treatment plant.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Juneau	32,164	Wastewater Treatment Plant Supervisor	Same	2	Union	40	\$41.20	<b>\$42.19</b>	\$43.55	Both at same rate
Ketchikan Gateway Borough	13,477	Water & Sewer Supervisor	Same	1	Non	40	\$23.84	<b>\$31.16</b>	\$41.35	
Sitka	8,627	Environmental Superintendent	More	1	Non	40	\$0.00	<b>\$52.63</b>	\$0.00	
Wasilla	8,064	Public Works Deputy Director	More	1	Non	40	\$39.87	<b>\$48.52</b>	\$53.03	
Wasilla	8,064	Utility Maintenance Supervisor	Same	3	Non	40	\$31.15	<b>\$39.96</b>	\$41.44	
Wasilla	8,064	Operator In-Training	Same	3	Union	40	\$16.51	<b>\$16.51</b>	\$23.78	
Ketchikan	7,503	Wastewater Superintendent	Same	1	Non	40	\$0.00	<b>\$36.09</b>	\$0.00	
Palmer	6,117	H2O or Sewer Supervisor	Same	1	Non	40	\$0.00	<b>\$29.51</b>	\$0.00	
Kodiak	5,974	Treatment Plant Supervisor	Same	1	Non	40	\$0.00	<b>\$42.28</b>	\$0.00	

Homer	5,551	Treatment Supervisor	More	1	Non	40	\$26.82	\$37.02	\$41.66	
Valdez	4,144	Utilities Manager	More	1	Non	37.5	\$0.00	\$36.44	\$0.00	Filled
North Pole	2,256	Utility Supervisor	More	1	Non	40	\$0.00	\$40.47	\$0.00	
Bristol Bay Borough	1,073	Water/Sewer Supervisor	Same	1	Non	40	\$25.20	\$30.57	\$38.56	
Sand Point	983	Water/Sewer Supervisor	Same	1	Non	40	\$0.00	\$24.78	\$0.00	
Skagway	862	Water/Wastewater Superintendent	Same	1	Non	40	\$31.89	\$0.00	\$43.54	
Nenana	479	Maintenance Director	More	1	Non	40	\$0.00	\$29.14	\$0.00	
Chefornak	465	Utility Clerk	Same	1	Non	20	\$10.00	\$10.00	\$0.00	
Brevig Mission	388	Water Plant Operator	Same	2	Non	21	\$19.71	\$20.86	\$22.00	1 Alternate
White Mountain	199	Water or Sewer Supervisor	Same	1	Non	12.5	\$0.00	\$0.00	\$0.00	
Whittier	189	Public Works Supervisor	More	1	Non	40	\$0.00	\$35.10	\$0.00	



# Benefits



**Health Insurance**

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Health Insurance Premium						Coverage Included in Premium:
			Employee Only		Employee/Spouse		Employee/Family		
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Fairbanks North Star Borough 100,272	Yes Welfare & Pension - Self Insured	FT, PT	\$1628.77	\$10.00 + \$60.00	\$1628.77	\$10.00 & \$75.00	\$1628.77	\$10.00 & \$75.00	Dental, Vision, Prescription, Audio & Major Medical
Matanuska- Susitna Borough 93,500	Yes EBMS	EO, FT, PT	\$747.46	\$190.00	\$1477.87	\$190.00	\$1888.83	\$190.00	Dental, Vision, Prescription
Kenai Peninsula Borough 51,900	Yes REHN	EO, FT, PT, Union Semi Fec Payors	\$1667.84	\$0	\$1667.84	\$80.0	\$1667.84	\$28.00 (E/Child)	Dental, Vision, Prescription
Juneau 32,164	Yes Blue Cross/ Blue Shield of Alaska	EO, FT, PT	\$1260.00	\$70.00	\$1260.00	N/A	\$1260.00	\$155.40	Dental, Vision, Prescription,
Fairbanks 31,182	Yes Insurance provided by represented bargaining unit	FT, Temp w/union coverage	\$950.00	\$522.34	\$950.00	\$522.34	\$950.00	\$522.34	Dental, Vision, Prescription, Disability
Kodiak Island Borough 13,592	Yes AETNA	FT, PT employees	\$950.37	\$206.98	\$2121.84	\$472.76	\$2932.97	\$650.90	Dental, Vision, Prescription, Audio
Ketchikan Gateway Borough 13,477	Yes Meritain Health	FT, Regular PT	\$998.00	\$0	\$1794.00	\$0	\$2493.00	\$0	Dental, Disability, Vision, Prescription, Audio

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Health Insurance Premium						Coverage Included in Premium:
			Employee Only		Employee/Spouse		Employee/Family		
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Sitka 8,627	Yes Premera Blue Cross	FT, PT	\$759.51	\$84.39	\$1424.28	\$158.25	\$2040.54	\$226.73	Dental, Vision, Prescription
Wasilla 8,064	Yes Meritain	EO, FT, PT	\$1113.48	\$0.00	\$2020.80	\$100.82	\$2939.58	\$202.90	Dental, Vision, Prescription, Audio
Ketchikan 7,503	Yes Premera-Blue Cross	FT	\$632.00	\$185.00	\$1453.00	\$404.00	\$2033.00	\$549.00	Disability, Dental, Vision, Prescription, Audio
Palmer 6,117	Yes Meritain Health	FT employees	\$1846.01	\$0.00	\$1846.01	\$0.00	\$1846.01	\$0.00	Dental, Vision, Prescription
Kodiak 5,974	Yes Actna	FT and PT with 30 hours per week	\$915.39	\$0.00	\$2120.38	\$0.00	\$2957.92:em ployee/childr en \$1753.27	\$0.00 (E/Child \$0.00)	Dental, Vision, Prescription, Audio, medical
Homer 5,551	Yes Meritain Health, Self- Insured	FT, PT - pro-rated for employee only	\$1500.00		\$1500.00		\$1500.00		Dental, Vision, Prescription, Audio
Unalaska 4,297	Yes Great West Health/CIGNA	FT, (PT can buy into plan)	\$2124.00	\$0.00	\$2124.00	\$0.00	\$2124.00	\$0.00	Dental, Vision, Prescription, Audio

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Health Insurance Premium						Coverage Included in Premium:
			Employee Only		Employee/Spouse		Employee/Family		
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Valdez 4,144	Yes Meritain	FT; permanent part time- regular permanent employees	\$1567.05	\$65.28	\$1567.05	\$65.28	\$1567.05	\$65.28	Dental, Vision, Medical, Disability, In-home Care, Mental Health,Rx, Audio
Nome 3,598	Yes Aetna	EO, FT, PT	\$642.01	\$0.00	\$1467.24	\$0.00	\$1852.52	\$202.52	Dental, Medical, Audio
North Pole 2,256	Yes AW REHN/Health Lincoln Natl/Life-AD&D EFLEX/Flex Spend Acct RX Partner-Drugs	FT employees	787.14	\$0	1999.53	\$100.00 per month	1999.53	\$100.00 per month	Disability, Dental, Vision, Prescription, Audio
Houston 1,912	Yes Aetna	FT, PT who work over 20 hrs/week	100%		0	100%	0	100%	Dental, Vision, Prescription
Denali Borough 1,826	Yes Aetna	FT, PT	\$1523.23	\$0.00	\$3394.45	\$0.00	\$4713.90	\$0.00	Dental, Vision, Prescription, Audio
Lake & Peninsula Borough 1,620	Yes Meritain	EO, FT, PT, Union Semi Fee Payors	\$853.94		\$1499.37		\$2541.54		Disability,Dental, Vision, Prescription and/or Audio
Craig 1,201	Yes Premera Blue Cross Blue Shield of Alaska	EO, FT	\$684	\$102	\$1564	\$234	\$2501	\$325	Dental, Vision, Prescription

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Health Insurance Premium						Coverage Included in Premium:
			Employee Only		Employee/Spouse		Employee/Family		
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Delta Junction 1,098	Yes Aetna	FT	\$915.39	4%	\$2120.38	4%	\$2957.92	4%	Dental, Vision, Prescription, Audio
Bristol Bay Borough 1,073	Yes Premera Blue Cross (Poli Sub)	FT, PT -regular employee works 16+ hrs. (pro-rated)	\$803.00	\$0.00	\$1838.00	\$0.00	\$2555.00	\$0.00	Dental, Vision, Prescription
Sand Point 983	Yes Premera	Elected officials, FT employees	\$0	\$0	\$0	\$0	\$0	\$0	
King Cove 953	Yes Premera Blue Cross	EO, FT	\$671.25	0%	\$0.00		\$0.00		Dental, Vision, Prescription, Audio
Skagway 862	Yes Premera Blue Cross/Shield	FT	\$899.16	\$0.00	\$2648.81	\$0.00	\$2847.80	\$0.00	Dental, Vision, Prescription, Audio
Quinhagak 689	No								Hospital Travel, Vision, and Dental are reimbursed to full time employees.
Noorvik 636	No								

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Health Insurance Premium						Coverage Included in Premium:
			Employee Only		Employee/Spouse		Employee/Family		
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Yakutat 610	Yes Premera Blue Cross/Blue Shield	FT Permanent	\$745.18	\$0.00	\$1704.00	\$0.00	\$2370.54	\$0.00	Dental, Vision, Prescription, Audio
Nenana 479	Yes Aetna	EO, FT	\$1349.63	\$0.00	\$1645.00	\$437.72	\$2503.43	\$288.45	Disability, Dental, Vision, Prescription, Audio
Chefornak 465	No								
Saint Paul 459	Yes Premera Blue Cross/Blue Shield	FT Permanent	\$881.75	\$0	\$0	\$934.65	\$0	\$1684.14	Medical Only (Info. in Blue Cross Book)
Saxman 405	Yes AETNA	FT city employees	\$815.50	\$915.39		\$562.00			Dental, Vision, Prescription
Brevig Mission 388	No								
Russian Mission 329	No	None							

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Health Insurance Premium						Coverage Included in Premium:
			<u>Employee Only</u>		<u>Employee/Spouse</u>		<u>Employee/Family</u>		
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Adak 321	No								Provide and HRA administered by Inuit Health, contribute \$500/month for Full time, also provide life insurance.
Huslia 315	No								
Anderson 275	No								
Nulato 270	No								
Tanana 258	No								
Atkasuk 250	No								
Seldovia 243	Yes Actna	FT City Employees	\$1028.12	\$94.00	\$1028.12	\$188.00	\$1028.12	\$188.00	

**Health Insurance Premium**

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Employee Only		Employee/Spouse		Employee/Family		Coverage Included in Premium:
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Kaktovik 239	No	FT							
Port Lions 205	Yes AETNA	FT, PT if works 15 hours	\$481.51	\$160.50			\$623.64	\$623.64	
White Mountain 199	No								
Whittier 189	Yes Premera Blue Cross/Blue Shield	FT	\$900.42		\$705.51		\$1,199.85		Dental, Vision, Prescription
Ouzinkie 178	No								
Coffman Cove 156	No								
Deering 152	No								

**Health Insurance Premium**

Municipality Population	Health Insurance Provided? Carrier	Who is Eligible to Receive Health Insurance: EO=Elected Official FT=Full-Time employee PT=Part-Time	Employee Only		Employee/Spouse		Employee/Family		Coverage Included in Premium:
			paid by employer	paid by employee	paid by employer	paid by employee	paid by employer	paid by employee	
Tenakee Springs 145	No								
Cold Bay 89	No								
Nikolai 88	No								
Larsen Bay 87	No								
Kupreanof 26	No								

**Paid Annual Leave**

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over? Number of Days: After Max they:	Receive Pay Rather than leave? Number of Days: Paid upon seperation/termination?	Holidays Days/Year	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs				
Fairbanks North Star Borough 100,272	27	27	33	36	36	36	Yes 65  Get paid for days over maximum	Yes Must leave regular FTE in account  Yes	12	Can cash in leave twice/year up to a maximum of 250 hours each time
Matanuska- Susitna Borough 93,500	19.5	22.5	28.5	31.5	37.8	37.8	Yes All  Get paid for days over maximum (90 days Max)	Yes 70 day's worth at max  Yes	12	
Kenai Peninsula Borough 51,900	21	25	30	35			Yes <100  Get paid for days over maximum	Yes, but must physically use two weeks.  Yes	12/13	Christmas Eve is a paid holiday if Christmas falls on Tuesday, Wednesday, Thursday, or Friday.
Juneau 32,164	24.27	27.01	30.02	36	36	36	36 150  Convert annual or personal to sick days	Yes 21 days per 12 month period  No	12	
Fairbanks 31,182	20	20	25	30	30	30	Yes 36  Get paid for days over maximum	Yes 30  Yes	10	
Kodiak Island Borough 13,592	18	21	24	27	30	30	Yes 75  Convert annual or personal leave days to sick days	Yes 10  Yes, annual leave only	12	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over?	Receive Pay Rather than leave?	Holidays	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs	Number of Days: After Max they:	Number of Days: Paid upon seperation/termination?	Days/Year	
<b>Ketchikan Gateway Borough</b> 13,477	22	22	28	31	34	36	Yes 720 hours or 90 days  Get paid for days over maximum	No  Yes	10	Plus 2 floating holidays on your anniversary date
<b>North Slope Borough</b> 9,643	32	32	38	48	48	48	Yes Up to 675 accrued hours  Get paid for days over max,lose the days over max	No Must use at least 15 days or lose those hrs.  Annual Leave or lose those hrs	14	
<b>Sitka</b> 8,627	13	13	19	25	25	25	Yes 71  Lose the days over maximum	Yes Must leave 120 hours in bank  Yes	11	Combined leave for PSEA (Police Union) has a separate leave schedule
<b>Wasilla</b> 8,064	18	18	24	30	30	30	Yes 90  Get paid for days over maximum	Yes Emergency only-must leave 80 hrs in bank  Yes (2 x per year)	11	Police Union can carry over 480 days of unused combined leave to the following year
<b>Ketchikan</b> 7,503	10	13	20	23	26	31	Yes 50  Lose the days over maximum	No  Yes	12	
<b>Palmer</b> 6,117	23	29	32	38	38	38	Yes All up to Maximum (500hrs)  Can request pay. Lose the days over maximum	Yes Must leave 80 hrs on "the books"	9 plus 2 personal days	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over? Number of Days: After Max they:	Receive Pay Rather than leave? Number of Days: Paid upon seperation/termination?	Holidays Days/Year	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs				
Kodiak 5,974	15.02	21.03	24.02	27.01	27.01	27.01	Yes 60  Get paid for days over maximum	Yes Must leave a balance of 80 hours  Yes	12	
Homer 5,551	18	21	24	30	35	35	Yes 720hrs - 90 days  Get paid for days over maximum	Yes 10  Yes	11	No cash value for sick leave at termination
Unalaska 4,297	24	30	36	48	48	48	Yes Max 768hrs  Lose the days over the maximum	Yes Must keep balance of 80 hrs.  Yes (after 1 yr of service)	12	
Vuldez 4,144	24	24	27	30	39	39	Yes 800 hrs, 600 hrs if hired after 2009  Get paid for days over max	Yes Granted by city manager only, must take 75 hours a year  Yes	11.5	
Nome 3,598	22	25	28	32	35	38	Yes 90  Get paid for days over max.- lose by 1/15 of each year	Yes Must use at least 10 days/year  Yes, Personal	12	
North Pole 2,256	16.13	25	32	32	32	32	Yes 320 but 420 for fire dept  Lose the days over maximum	Yes 10  Yes	10	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over?	Receive Pay Rather than leave?	Holidays	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs	Number of Days: After Max they:	Number of Days: Paid upon seperation/termination?	Days/Year	
Houston 1,912	5	10	15	20	20	20	Yes 5  Lose the days over maximum	Yes - Hardship Up to amount accrued  Yes	10	
Denali Borough 1,826	12.48	12.48	14.56	16.64	20.8	20.8	Yes 40  Lose the days over maximum	No  Yes	11	
Lake & Peninsula Borough 1,620	15	20	25	25	30	30	No	Yes No Limit	13	
Craig 1,201	1	2	5	10	15	20	Yes 30  Lose the days over maximum	No  Yes	10	
Delta Junction 1,098	18	18	21	24	24	24	Yes All  Get paid for days over maximum	No  Yes	9	
Bristol Bay Borough 1,073	20	20	24	32	37		Yes 297  Lose the days over maximum	No  Yes	12	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Curry Over?	Receive Pay Rather than leave?	Holidays	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs	Number of Days: After Max they:	Number of Days: Paid upon seperation/termination?	Days/Year	
Sand Point 983	12	12	18	24	24	24	Yes 48  Lose the days over maximum	Yes 10 only once a year  Yes, up to 240 hrs	12	
King Cove 953	1.25/mo	1.50/mo	1.75/mo	2.0/mo	2.0/mo	2.0/mo	Yes Sick leave unlmtd: 30 days vac.  Get paid for days over maximum, for vacation only	Yes 10 days per fiscal year  Yes	11	
Skagway 862	1.25	1.75	1.75	2.00	2.5	2.5	Yes 2 years accrual  Lose the days over maximum	Yes 10-emergency only  Yes	11	
Quinhagak 689	.06/hr	.06/hr	.08/hr	.115/hr	.115/hr	.115/hr	Yes 200hrs  Get paid for days over maximun	Yes Hours worked  Yes	12	
Noorvik 636	30	21	24	27			No  Lose the days over maximum	Yes 15	10	
Yakutat 610	15	15	21	24	30	30	Yes 30  Lose the days over maximum	No  Yes	11	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over? Number of Days: After Max they:	Receive Pay Rather than leave? Number of Days: Paid upon seperation/termination?	Holidays Days/Year	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs				
Nenana 479	1.25	1.75	2.00	2.50			Yes 60 Lose the days over maximum	No Yes	14	
Chefornak 465	3						Yes 17 Lost the days over maximum	Yes Varies Yes	11	
Saint Paul 459	12	12	15	18	21	24	Yes Varies Lose the days over maximum	No Yes	13	
Saxman 405	15	15	20	20	25	25	Yes 30 Lose the days over maximum	No Yes	12	
Brevig Mission 388	1.5	1.8	2.1	2.1	2.1	2.1	Yes 30 Lose the days over maximum	No 30 Yes	12	
Russian Mission 329	15	21					No N/A N/A	Yes	13.5	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over? Number of Days: After Max they:	Receive Pay Rather than leave? Number of Days: Paid upon seperation/termination?	Holidays Days/Year	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs				
Adak 321	10	15	20	25	25	25	Yes 40  Lose the days over maximum	No  Yes	10	
Huslia 315	12	12	15	24	24	30	No  Lose the days over maximum	Yes 10	12	
Anderson 275	9	13	18	21	21	21	Yes 60  Lose the days over maximum	No  Yes	11	
Nulato 270	1.5		2		2.5		Yes 60 days  Get paid for days over maximum	No  Yes	11	
Tanana 258	20	20	20	20	20	20	Yes Cannot carry any more than 340hrs. On the books Get paid over max; convert ann. or pers. leave to sick	Yes  Yes, but annual leave only	7	
Atkasuk 250	24						Yes  Other, after a yr 90 days to arrange leave, if not already taken leave or will lose excess of 30 days	No All  Maximum of 30 days if proper 2 wk notice given.	11	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over? Number of Days: After Max they:	Receive Pay Rather than leave? Number of Days: Paid upon seperation/termination?	Holidays Days/Year	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs				
Seldovia 243	20		25	30			Yes All  Lose the days over maximum	No  Yes	13	
Kaktovik 239	12	12	15	18	24	24	Yes 30  Lose the days over maximum	Yes 12 Yes	13	
Port Lions 205	5	10	15	25	30	30	Yes 30 days  Lose the days over maximum	No  Yes	12	
White Mountain 199	12	12	24	24	24	24	Yes 30  Lose the days over maximum	Yes 11 Yes	12	
Whittier 189	18	21	24	27	27	27	Yes 30  Get Paid for days over maximum	Yes, must leave 10 days on the books. 30  Yes, if required to work due to unusual circumstan	13.5	Lv accrues 4 hrs per mos, 6 days yr; Upon seperation/termination, employee is paid for accumulated annual leave, Personal leave 1/yr, Sick leave 6/yr
Ouzinkie 178	1	1	1.5	1.5	1.5	1.5	Yes Not more than 30 days  Get paid for days not carried over	Yes Not more than 30 days  Yes	17	

Municipality Population	Annual Leave Annual Vacation Days Earned After:						Can Annual Leave Carry Over?	Receive Pay Rather than leave?	Holidays	Note:
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs	Number of Days: After Max they:	Number of Days: Paid upon seperation/termination?	Days/Year	
Coffman Cove 156	0	0	0	0	0	0			2	
Deering 152							No  Lose the days over maximum	Yes All  Yes	0	
Tenakee Springs 145							N/A	N/A	0	
Cold Bay 89	12	15	21				Yes 30  Lose the days over maximum	Yes no more than 30 days  Yes	11	
Nikolai 88									0	
Larsen Bay 87									5	

Municipality Population	Annual Leave						Can Annual Leave Carry Over?	Receive Pay Rather than leave?	Holidays	Note:
	Annual Vacation Days Earned After:						Number of Days: After Max they:	Number of Days: Paid upon seperation/termination?	Days/Year	
	1yr	2yrs	5yrs	10yrs	15yrs	20yrs				
Kupreanof	0	0	0	0	0	0	No 0	No 0	0	
26								No		

**Paid Sick Leave and Other Forms of Paid Leave**

<b>Municipality Population</b>	<b>Sick Leave</b>			<b>Other Forms of Leave :</b>
	Days/Year	Carry Over? Number of Days:	Paid Upon Separation/Termination?	
<b>Fairbanks North Star Borough</b> 100,272	Combined with Personal	N/A N/A	Personal leave is cashed out upon termination	Jury duty, Bereavement - 3 days, Military - 10.5 days
<b>Matanuska-Susitna Borough</b> 93,500	Combined with Annual			Jury duty - varies, Reserve Military - 16.5 days , Active Military - 30 days, Selective Service Induction - 3 days , Bereavement - 2 days
<b>Kenai Peninsula Borough</b> 51,900	Combined with Annual			Jury duty - no limit, Military leave - 2 wks/yr, Bereavement - 64 hrs per instance (uses accrued leave), Military spousal leave - 10 work days (uses accrued leave)
<b>Juneau</b> 32,164	Combined with Annual			Jury duty - no limit, Military - 16.5 days/calendar year, Parent/Teacher conf - 3hr/school yr/child
<b>Fairbanks</b> 31,182	36	Yes 20	No, all time is taken from personal leave bank...	Jury Duty - Time served; Maternity leave (Family Medical Leave Act)
<b>Kodiak Island Borough</b> 13,592	15	Yes No maximum	No	Jury as required, bereavement-5 days or 8 days if out of state
<b>Ketchikan Gateway Borough</b> 13,477	Combined with Annual	Yes 720 hrs	Yes	None - bereavement for employees under IBEW (1 week)
<b>North Slope Borough</b> 9,643	Combined with Annual			Jury duty, Military duty - 16.5 days,
<b>Sitka</b> 8,627	15	Yes 94	Yes, \$1.00 per hour	Maternity leave, Jury duty, Military leave, Bereavement - 5 days, floating Hoildays 2.5 days
<b>Wasilla</b> 8,064	Combined with Annual	No No	No	Jury & Military duty - as needed, Bereavement(Police Union only) - 3 days
<b>Ketchikan</b> 7,503	12	Yes Unlimited	Yes	Jury duty - as needed, Military duty - 5 days, Bereavement - 5 days
<b>Palmer</b> 6,117	Combined with Annual			Jury duty, bereavement 3 days

Municipality Population	Sick Leave			Other Forms of Leave :
	Days/Year	Carry Over? Number of Days.	Paid Upon Separation/Termination?	
<b>Kodiak</b> 5,974	12	Yes No maximum	No	Jury duty, Military - 15 days
<b>Homer</b> 5,551	5	No	No	Jury duty - no limit, Bereavement - 5 days, Military - 15 days, Birthday - 1 day, 20 year anniversary - 1 day
<b>Unalaska</b> 4,297	Combined with Annual	Yes Must not exceed 768 hours	Yes (after 1 yr. of service)	Jury duty - as needed, Bereavement - 5(non-Union), 7(Union) days
<b>Valdez</b> 4,144	Combined	N/A N/A	Employee is paid for combined leave when they terminate	Jury duty - as needed, 1 day volunteer leave with approval from City Manager, military leave, FMLA-75Hrsafter personal leave used, Bereavement-19 Hrs; 1 birthday leave day
<b>Nome</b> 3,598	Included in Personal Leave	N/A N/A	N/A	Jury duty - depends on court requirements, Military duty - 16.5 days auxiliary component of US Armed Forces
<b>North Pole</b> 2,256	Combined with Annual		No	Indefinite jury duty, 3 days bereavement, FMLA maternity-16 weeks
<b>Houston</b> 1,912	5	No 0	No	Military - In compliance with federal guidelines, Jury duty - Case by case basis
<b>Denali Borough</b> 1,826	10.5	Yes All	Yes	Jury duty - 24 days, Bereavement - 4 days
<b>Lake &amp; Peninsula Borough</b> 1,620	12	No	No	Jury dty-no limit
<b>Craig</b> 1,201	12	Yes 90	No	Bereavement - 5 days Jury Duty-14 Days
<b>Delta Junction</b> 1,098	Combined with Annual	Yes	Yes	None
<b>Bristol Bay Borough</b> 1,073	Combined with Annual			Jury duty, Military duty, bereavement
<b>Sand Point</b> 983	12-24 depending on longevity	Yes	Yes, 25% of total	

**Sick Leave**

<b>Municipality Population</b>	<b>Days/Year</b>	<b>Carry Over? Number of Days:</b>	<b>Paid Upon Separation/Termination?</b>	<b>Other Forms of Leave :</b>
<b>King Cove</b> 953	1-2 yrs: 1.25; 2-5 yrs: 1.50; 5 yrs+: 1.75	Yes No maximum	No	Jury duty - as needed, Bereavement - 3 sick leave days, Maternity - 12 weeks
<b>Skugway</b> 862	15	Yes 30 days	No	Jury duty, Military duty - 16 days, Bereavement - 5 days
<b>Quinhagak</b> 689	Combined with Annual	Yes 200 hours	No	Maternity - 3 weeks; Bereavement - 2 weeks; Anniversary/Birthday - 1 day
<b>Noorvik</b> 636	Combined with Annual	Yes	Yes	Jury duty - 7 days, Military duty - 15 days, Maternity - 63 days, Subsistence - 10 days
<b>Yakutat</b> 610	Combined with Annual	Yes 120	No	Jury duty - no limit, Military duty - 22 days
<b>Nenana</b> 479	15	Yes 60	No	Jury duty-10
<b>Chefornak</b> 465	0	No		None
<b>Saint Paul</b> 459	12	Yes All earned not unused	No	Jury duty
<b>Saxman</b> 405	15	Yes 15	Yes-50%	2 Days Mental Leave
<b>Brevig Mission</b> 388	As needed for medical	No 30	No	Jury duty, Military duty - 15 days, Bereavement - as needed, Maternity - 9 weeks, Election - as needed, Medical - as needed
<b>Russian Mission</b> 329	21	Yes 21	Yes	None
<b>Adak</b> 321	12	Yes 72	No	Jury Duty - as required, Maternity- subject to medical leave balance, Military - 16.5 days Unpaid
<b>Huslia</b> 315	Combined with Annual			None

Municipality Population	Sick Leave			Other Forms of Leave :
	Days/Year	Carry Over? Number of Days:	Paid Upon Separation/Termination?	
Anderson 275	9	Yes 60	No	Jury duty - 20 days, Military duty - 2 standard work weeks
Nulato 270	0			None
Tanana 258	20	Yes No maximum	No	Jury duty - 20 days, Military duty - 20 days, Bereavement - 5 days, Maternity - 120 days
Atkasuk 250	All leaves combined.	See answers under A.	Yes	Use available personal leave, then leave without pay. Jury duty-entitled court leave, maternity-9 weeks, military duty- entitled to reemployment 6 months, subsistence-10 days, bereavement- 5 or more if mayor approves.
Seldovia 243				no
Kaktovik 239	5	No 30	Yes	Jury duty
Port Lions 205	None	No	No, Only annual leave	5 days bereavement, administration leave (varies), maternity/paternity leave (varies), 2 weeks military; plus medical
White Mountain 199	Combined with Annual			Jury duty - as needed, Military duty - 15 days, Election leave - as needed
Whittier 189	6	Yes No maximum	No	jury duty work days, 14 days military duty, 3 days bereavement
Ouzinkie 178	14	No	No	Bereavement = 5 days
Coffman Cove 156	0			None
Deering 152				3 days subsistence

**Sick Leave**

<b>Municipality Population</b>	<b>Days/Year</b>	<b>Carry Over? Number of Days:</b>	<b>Paid Upon Separation/Termination?</b>	<b>Other Forms of Leave :</b>
<b>Tenakee Springs</b> 145	0	N/A N/A	N/A	None
<b>Cold Bay</b> 89	12	Yes No maximum	No	Jury duty, Family leave, Educational leave
<b>Nikolai</b> 88	0	No 0	No	None
<b>Larsen Bay</b> 87	0			None
<b>Kupreanof</b> 26	0			None

## Retirement Benefits

Municipality Population	Covered by Social Security?	Covered by Public Employees Retirement System (PERS)?	Other Retirement Plans Offered:	Medical Included? % Paid by employee: Years to Vest:	Optional Deferred Compensation Retirement Program Offered?
<b>Fairbanks North Star Borough</b> 100,272	Yes	Yes			Yes Nationwide, ICMA, Mass Mutual
<b>Matanuska-Susitna Borough</b> 93,500	No	Yes			Yes ICMA, Nationwide, Great West
<b>Kenai Peninsula Borough</b> 51,900	Yes	Yes		PERS Depends on tier  Varies	Yes 457's, with ICMA and Nationwide
<b>Juneau</b> 32,164	Yes	Yes	Defined Contribution and Defined Benefit	Yes 6.75%-DC / 8%-DB  10	Yes ICMA, Equitable & Hartford
<b>Fairbanks</b> 31,182	No	Yes	Defined Contribution and Defined Benefit	PERS and Union Programs 22% PERS, Union plans negotiable  5 years	Yes 457 Plans
<b>Kodiak Island Borough</b> 13,592	Yes	Yes	Defined Contribution and Defined Benefit	Yes 6.75%  5	Yes -457 Plan ICMA & mass mutual
<b>Ketchikan Gateway Borough</b> 13,477	Yes	Yes	Defined Contribution and Defined Benefit	Yes - Defined Benefit 6.75% and 7.50%  5	Yes Great West, Hartford, ICMA
<b>North Slope Borough</b> 9,643	Yes	Yes			Yes Valic
<b>Sitka</b> 8,627	No	Yes	Defined Contribution and Defined Benefit	Yes 8%  5	Yes ICMA, Great West, Waddell & Reed

<b>Municipality Population</b>	<b>Covered by Social Security?</b>	<b>Covered by Public Employees Retirement System (PERS)?</b>	<b>Other Retirement Plans Offered:</b>	<b>Medical Included? % Paid by employee: Years to Vest:</b>	<b>Optional Deferred Compensation Retirement Program Offered?</b>
<b>Wasilla</b> 8,064	No	Yes	Yes	Yes 8% salary/wage 5	Yes 457 Plans
<b>Ketchikan</b> 7,503	Yes	Yes	Defined Contribution	Yes 8% 5	Yes 457 Plans
<b>Palmer</b> 6,117	Yes	Yes	457 for Tier IV DC+DB	For Tiers I-III, but not Tier IV Depends on Tier Tier IV - 5yrs, Tier I-III - 10yrs	Yes ICMA/Lincoln National; Nationwide
<b>Kodiak</b> 5,974	Yes	Yes			Yes ICMA and Harford
<b>Homer</b> 5,551	Yes	Yes			Yes ICMA, Symetra/Legend
<b>Unalaska</b> 4,297	Yes	Yes			Yes ICMA 457, MOA 457, PERS Voluntary Savings Plan
<b>Valdez</b> 4,144	No	Yes			Yes 457 Mass mutual, matching 401A
<b>Nome</b> 3,598	Yes	Yes	N/A	N/A N/A N/A	Yes Hartford Life, ICMA
<b>North Pole</b> 2,256	No	Yes	Defined Contribution	Yes. some PERS will retire w/out medical 7% 5 years	Yes Hartford

<b>Municipality Population</b>	<b>Covered by Social Security?</b>	<b>Covered by Public Employees Retirement System (PERS)?</b>	<b>Other Retirement Plans Offered:</b>	<b>Medical Included? % Paid by employee: Years to Vest:</b>	<b>Optional Deferred Compensation Retirement Program Offered?</b>
Houston 1,912	Yes	No	No Retirement Plan		Yes 457 Employee paid
Denali Borough 1,826	No	Yes			No
Lake & Peninsula Borough 1,620	No	Yes	Defined Contribution	PERS Depends on tier 5	Yes SBS, ICMA, 457's
Craig 1,201	Yes	Yes			Yes ICMA, Hartford
Delta Junction 1,098	Yes	Yes			Yes ICMA-RC 457 Deferred Compensation Plan
Bristol Bay Borough 1,073	No	Yes	Defined Contribution and Defined Benefit	No 6.7% 5	Yes ICMA
Sand Point 983	No	Yes		Yes, after 10 yrs  5 for retirement, 10 for health	Yes Lincoln Financial Group-Deferred Comp
King Cove 953	Yes	Yes			Yes Lincoln National
Skagway 862	Yes	Yes	Defined Contribution	No 8%=DC 5	Yes ICMA - 457 Deferred Compensation

<b>Municipality Population</b>	<b>Covered by Social Security?</b>	<b>Covered by Public Employees Retirement System (PERS)?</b>	<b>Other Retirement Plans Offered:</b>	<b>Medical Included? % Paid by employee: Years to Vest:</b>	<b>Optional Deferred Compensation Retirement Program Offered?</b>
<b>Quinhagak</b> 689	Yes	No		No	No
<b>Noorvik</b> 636	Yes	No			No
<b>Yakutat</b> 610	Yes	Yes			Yes ICMA
<b>Nenana</b> 479	Yes	Yes	Yes	Yes 8% 5	No
<b>Chefornak</b> 465	Yes	No	Defined Contribution	No 5%	No
<b>Saint Paul</b> 459	No	Yes	DC and DB	Yes 6.5% for DB and 8% for DC 5	Yes ICMA, 457 Retirement Trust
<b>Saxman</b> 405	Yes	Yes--two positions only.	Defined Contribution and Defined Benefit	Yes 8% 5	No
<b>Brevig Mission</b> 388	Yes, we deduct FICA tax off employees	No	No	No 0 0	No
<b>Russian Mission</b> 329	Yes	No	No Retirement Plan	No	No

<b>Municipality Population</b>	<b>Covered by Social Security?</b>	<b>Covered by Public Employees Retirement System (PERS)?</b>	<b>Other Retirement Plans Offered:</b>	<b>Medical Included? % Paid by employee: Years to Vest:</b>	<b>Optional Deferred Compensation Retirement Program Offered?</b>
<b>Adak</b> 321	Yes	No	No Retirement Plan	No	
<b>Huslia</b> 315	Yes	Yes	Defined Contribution and Defined Benefit	No 6.75% 5	No
<b>Anderson</b> 275	Yes	Yes Full Time Only	No Retirement Plan	No	No
<b>Nulato</b> 270	Yes	Yes			No
<b>Tanana</b> 258	Yes	No	No	No	No
<b>Atkasuk</b> 250	Yes	No	No Retirement Plan	No N/A N/A	No N/A
<b>Seldovia</b> 243	Yes	Yes	Defined Contribution and Defined Benefit	No 8% DC 6.75% DB Tier System	Yes ICMA
<b>Kaktovik</b> 239	Yes	No	No Retirement Plan	No	No
<b>Port Lions</b> 205	Yes	No	No Retirement Plan	No	No

<b>Municipality Population</b>	<b>Covered by Social Security?</b>	<b>Covered by Public Employees Retirement System (PERS)?</b>	<b>Other Retirement Plans Offered:</b>	<b>Medical Included? % Paid by employee: Years to Vest:</b>	<b>Optional Deferred Compensation Retirement Program Offered?</b>
<b>White Mountain</b> 199	Yes	No	No Retirement Plan	No	No
<b>Whittier</b> 189	No	Yes			No
<b>Ouzinkie</b> 178	Yes	No			Yes Simple IRA- company match of 3%
<b>Coffman Cove</b> 156		No	No Retirement Plan		No
<b>Deering</b> 152	We pay social security on pay periods	No	No retirement plan	No	No
<b>Tenakee Springs</b> 145	Yes	No	No Retirement Plan		No
<b>Cold Bay</b> 89	Yes	No	No Retirement Plan	No	No
<b>Nikolai</b> 88	Yes	No	No Retirement Plan		No
<b>Larsen Bay</b> 87	Yes	No	No Retirement Plan		No

<b>Municipality Population</b>	<b>Covered by Social Security?</b>	<b>Covered by Public Employees Retirement System (PERS)?</b>	<b>Other Retirement Plans Offered:</b>	<b>Medical Included? % Paid by employee: Years to Vest:</b>	<b>Optional Deferred Compensation Retirement Program Offered?</b>
Kupreanof	Yes	No	No Retirement Plan		No

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Fox Lawson & Associates  
a Division of Gallagher Benefit Services, Inc.  
*Compensation and Human Resources Specialists*

## Joint Alaska Survey

### Participant Report

Effective Date: December 2012



Gallagher Benefit Services, Inc.  
t h i n k i n g   a h e a d

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# Survey Process Summary

- Benchmark summaries were prepared that included typical minimum qualifications for participants to use as guidelines in matching.
- FLA followed-up with each organization to encourage participation.
- FLA reviewed and entered the data collected from participants.
- FLA followed-up directly with the participants to clarify and validate missing or questionable information reported.
- FLA asked organizations to make a match for only those jobs that reflected at least 70% of the duties as outlined in the benchmark summaries.
  - If there were any job matching questions, job descriptions, organizational charts and other information were referenced to verify the match.

# Survey Process Summary

- All data are effective December 2012 and reflect an annual basis.
- FLA follows the U.S. Department of Justice and Federal Trade Commission guidelines that states 5 job matches should exist per job in order to conduct statistical analyses or for drawing conclusions.
- As a result, any statistics for jobs with fewer than 5 matches were not calculated.
- FLA performed several reviews of the data to identify any extreme data and to ensure validity and reliability of the data.
- Geographic differentials were applied to normalize the data and reflect the State of Alaska labor market and are detailed on the following page.
- Summary data of the market results for each of the benchmark jobs is provided on pages 9-12.

# Survey Methodology – Benchmark Jobs

Benchmark No.	Benchmark Title	Benchmark No.	Benchmark Title
1	Human Resources Administrative Specialist	38	Lead Maintenance Mechanic
2	Assessment Clerk	39	Controller
3	Library Assistant	40	Municipal Clerk
4	Finance Director	41	Environmental Specialist
5	Assessor	42	Solid Waste Director
6	Fire Chief	43	Risk Manager
7	Planning Director	44	Recreation Director
8	Accounting Technician	45	Safety Manager
9	Custodian	46	Water Resource Manager
10	Landfill Operator	47	Administrative Assistant
11	Vehicle Equipment Mechanic	48	Appraiser
12	Maintenance Mechanic	49	Executive Assistant
13	Police Officer	50	Firefighter
14	Power Plant Operator II	51	GIS Technician
15	Records Technician	52	Deputy Clerk
16	Public Safety Dispatcher	53	Construction Inspector
17	Lifeguard	54	Senior Accounting Technician
18	Equipment Operator	55	Accountant
19	Harbor Officer	56	GIS Analyst
20	Corrections Officer*	57	Network Administrator
21	Energy Systems Mechanic	58	Planning & Zoning Administrator
22	Assistant City/Borough Manager	59	Civil Engineer
23	PC Technician	60	Resource/Land Management Officer
24	Heavy Equipment Operator	61	Recreation Program Coordinator
25	Electrical Engineering Technician	62	Fire Marshall
26	Wastewater Operator II	63	Code Enforcement Officer
27	Water Operator II	64	Capital Projects Administrator
28	Utility Lineman*	65	Application Developer
29	Planner	66	Solid Waste Operator II*
30	Heavy Equipment Mechanic	67	IT Supervisor
31	Electrician	68	Landfill Supervisor*
32	Carpenter	69	Maintenance Coordinator
33	System Analyst	70	Police Sergeant
34	Plumber	71	Public Safety Dispatch Shift Supervisor
35	Painter	72	Fire Captain
36	Senior Appraiser	73	Maintenance Foreman
37	Fire Engineer		

\*Insufficient data collected for position

# Survey Methodology: Survey Participants

- FLA developed a survey questionnaire to collect salary and benefits data. Questions in the survey were posed in a fashion that were standard and easy for participants to answer, as well as being easy to quantify and analyze.
- The survey results represent data from the following 20 organizations:

## Participating Organizations

City of Edmonds, WA  
City of Fairbanks, AK  
City of Homer, AK  
City of Juneau, AK  
City of Kenai, AK  
City of Ketchikan, AK  
City of Kodiak, AK  
City of Seward, AK  
City of Soldotna, AK  
City of Unalaska, AK  
Fairbanks North Star Borough, AK  
Kenai Peninsula Borough, AK  
Ketchikan Gateway Borough, AK  
Kodiak Island Borough, AK  
Kodiak Island Borough School District, AK

## Information Data-Mined

Matanuska-Susitna Borough, AK  
City of Nome, AK  
North Slope Borough, AK  
City of Sitka, AK  
City of Valdez, AK

# Survey Methodology: Geographic Differentials

- Applying geographic differentials is a sound compensation practice in an effort to arrive at a more precise figure for use in analyzing and setting pay.
- Just as data are trended forward to be effective for a current point in time, data should be adjusted to reflect cost of labor differences between geographic areas.
- Geographic adjustment factors are shown below:

Organization	Geo Diff
City of Edmonds, WA	99%
City of Fairbanks, AK	100%
City of Homer, AK	100%
City of Juneau, AK	103%
City of Ketchikan, AK	104%
City of Kodiak, AK	99%
City of Soldotna, AK	100%
Fairbanks North Star Borough, AK	100%
City of Kenai, AK	100%
Kenai Peninsula Borough, AK	100%

**Base Location: State of Alaska**

Organization	Geo Diff
Ketchikan Gateway Borough, AK	104%
Kodiak Island Borough, AK	99%
Kodiak Island Borough School District, AK	99%
Matanuska-Susitna Borough, AK	97%
City of Nome, AK	99%
City of Seward, AK	100%
City of Sitka, AK	104%
City of Valdez, AK	99%
City of Unalaska, AK	99%
North Slope Borough, AK	104%

# Summary of Salary Data

- **Definitions to the terms listed:**
  - **No. of Incumbents**-Reflects the total number of employees occupying each benchmark job.
  - **Average Actual Salary**-Reflects the average actual salary for each job, that has been annualized to full-time equivalency, and adjusted for geographic differences. Lowest and highest figures are also shown, which represent the lowest and highest figures reported for each job (these are shown on pages 9-10).
  - **Average Range Min and Max**-Reflects the average range minimums and maximums for each job, that has been annualized to full-time equivalency, and adjusted for geographic differences. Lowest and highest figures are also shown, which represent the lowest range minimum and highest range maximum reported for each job (these are shown on pages 11-12).

# Summary of Salary Data

Bench No.	Benchmark Title	No. of Incumbents	Average Actual Salary	Lowest Actual Salary	Highest Actual Salary
1	Human Resources Administrative Specialist	9	\$51,218.23	\$39,193.15	\$73,417.44
2	Assessment Clerk	8	\$47,260.92	\$40,129.89	\$57,038.89
3	Library Assistant	12	\$37,343.04	\$30,383.30	\$49,385.76
4	Finance Director	22	\$118,357.53	\$84,542.61	\$169,372.97
5	Assessor	8	\$96,163.10	\$82,467.53	\$109,045.17
6	Fire Chief	16	\$92,853.33	\$69,427.92	\$121,391.78
7	Planning Director	14	\$101,352.61	\$67,766.96	\$146,321.70
8	Accounting Technician	19	\$48,241.69	\$35,710.53	\$72,034.84
9	Custodian	16	\$37,382.32	\$27,615.37	\$48,189.52
10	Landfill Operator	5	\$50,084.30	\$39,257.14	\$55,379.79
11	Vehicle Equipment Mechanic	11	\$54,994.30	\$45,128.21	\$81,112.52
12	Maintenance Mechanic	17	\$54,245.65	\$42,187.96	\$90,183.03
13	Police Officer	14	\$64,053.20	\$50,264.65	\$83,307.72
14	Power Plant Operator II	3	\$74,643.43	\$71,586.86	\$81,897.33
15	Records Technician	4	\$37,744.67	\$34,324.07	\$46,275.76
16	Public Safety Dispatcher	13	\$50,239.89	\$39,343.87	\$65,039.05
17	Lifeguard	7	\$32,448.22	\$23,401.28	\$42,189.03
18	Equipment Operator	8	\$56,086.55	\$38,025.64	\$71,835.19
19	Harbor Officer	5	\$51,102.67	\$43,276.19	\$59,004.62
20	Corrections Officer	3	\$46,446.57	\$38,974.36	\$54,608.12
21	Energy Systems Mechanic	3	\$61,239.74	\$55,811.85	\$77,786.96
22	Assistant City/Borough Manager	7	\$111,076.51	\$88,729.28	\$129,580.90
23	PC Technician	8	\$53,638.25	\$49,954.43	\$69,041.91
24	Heavy Equipment Operator	10	\$56,076.20	\$44,677.75	\$85,081.55
25	Electrical Engineering Technician	3	\$63,680.25	\$59,542.06	\$81,002.97
26	Wastewater Operator II	13	\$55,894.21	\$46,444.45	\$79,580.72
27	Water Operator II	12	\$56,932.98	\$43,485.28	\$77,253.22
28	Utility Lineman	3	\$91,539.47	\$83,652.41	\$98,719.71
29	Planner	9	\$64,943.30	\$52,019.22	\$109,181.15
30	Heavy Equipment Mechanic	12	\$59,879.06	\$50,610.34	\$69,906.22
31	Electrician	5	\$66,637.94	\$59,296.97	\$78,223.82
32	Carpenter	4	\$59,441.94	\$53,868.59	\$73,207.20
33	System Analyst	10	\$68,024.62	\$37,948.72	\$85,762.43
34	Plumber	4	\$61,050.16	\$57,034.35	\$70,047.99
35	Painter	3	\$49,400.92	\$46,317.72	\$59,003.91
36	Senior Appraiser	5	\$70,478.87	\$57,342.68	\$86,551.43

\*Not enough responses to report data

# Summary of Salary Data

Bench No.	Benchmark Title	No. of Incumbents	Average Actual Salary	Lowest Actual Salary	Highest Actual Salary
37	Fire Engineer	6	\$63,522.06	\$52,593.60	\$81,412.95
38	Lead Maintenance Mechanic	5	\$58,791.15	\$54,054.75	\$74,302.80
39	Controller	9	\$97,290.01	\$79,125.77	\$118,778.18
40	Municipal Clerk	19	\$88,444.03	\$56,804.66	\$121,939.32
41	Environmental Specialist	4	\$62,336.71	\$51,037.33	\$80,587.32
42	Solid Waste Director	5	\$94,573.96	\$71,597.99	\$126,764.13
43	Risk Manager	6	\$82,903.41	\$60,979.53	\$106,287.71
44	Recreation Director	8	\$93,274.24	\$59,101.10	\$137,312.74
45	Safety Manager	4	\$74,803.64	\$55,325.87	\$80,719.92
46	Water Resource Manager	11	\$90,339.89	\$56,219.53	\$111,669.08
47	Administrative Assistant	16	\$48,618.40	\$38,868.27	\$63,215.21
48	Appraiser	6	\$57,112.60	\$39,306.48	\$78,117.02
49	Executive Assistant	13	\$58,240.96	\$41,274.81	\$69,677.51
50	Firefighter	9	\$57,983.49	\$43,836.34	\$76,837.81
51	GIS Technician	6	\$55,827.45	\$44,561.03	\$64,495.51
52	Deputy Clerk	16	\$60,215.25	\$42,541.21	\$93,167.53
53	Construction Inspector	13	\$64,396.00	\$54,105.61	\$76,906.42
54	Senior Accounting Technician	11	\$59,011.15	\$48,630.35	\$74,599.14
55	Accountant	14	\$65,150.22	\$53,635.64	\$82,822.80
56	GIS Analyst	6	\$70,306.65	\$55,954.64	\$85,762.43
57	Network Administrator	8	\$74,856.77	\$65,281.94	\$103,161.19
58	Planning & Zoning Administrator	6	\$68,093.94	\$36,005.99	\$81,567.85
59	Civil Engineer	9	\$84,705.78	\$72,449.98	\$103,967.69
60	Resource/Land Management Officer	6	\$81,651.23	\$71,209.87	\$106,529.78
61	Recreation Program Coordinator	8	\$54,383.18	\$40,194.87	\$90,492.34
62	Fire Marshall	4	\$78,526.08	\$66,890.63	\$86,115.00
63	Code Enforcement Officer	8	\$64,713.57	\$55,796.60	\$71,873.98
64	Capital Projects Administrator	5	\$86,117.02	\$68,223.72	\$115,943.32
65	Application Developer	5	\$72,598.44	\$68,996.39	\$84,503.08
66	Solid Waste Operator II	4	\$68,138.11	\$59,544.66	\$73,998.68
67	IT Supervisor	15	\$85,332.20	\$60,002.00	\$106,656.87
68	Landfill Supervisor	4	\$84,118.81	\$74,763.52	\$97,875.31
69	Maintenance Coordinator	6	\$75,985.22	\$62,646.15	\$92,503.42
70	Police Sergeant	14	\$78,012.01	\$58,216.47	\$94,535.69
71	Public Safety Dispatch Shift Supervisor	7	\$67,028.93	\$55,374.71	\$85,162.19
72	Fire Captain	10	\$72,768.06	\$53,651.37	\$88,291.57
73	Maintenance Foreman	13	\$75,343.74	\$56,154.61	\$88,583.69

\*Not enough responses to report data

# Summary of Salary Range Data

Bench No.	Benchmark Title	No. of	Avg Range		Lowest Range	Highest Range
		Orgs	Min	Max	Min	Max
1	Human Resources Administrative Specialist	12	\$42,191.88	\$56,249.68	\$33,126.27	\$73,417.44
2	Assessment Clerk	9	\$40,331.53	\$58,238.73	\$35,875.90	\$76,864.30
3	Library Assistant	15	\$30,988.28	\$41,224.49	\$26,439.53	\$53,825.64
4	Finance Director	25	\$90,611.43	\$128,081.68	\$63,305.29	\$179,956.20
5	Assessor	9	\$73,487.92	\$105,090.09	\$58,360.64	\$124,062.00
6	Fire Chief	16	\$76,065.69	\$105,814.84	\$60,977.81	\$141,366.11
7	Planning Director	17	\$76,209.80	\$111,476.20	\$54,541.61	\$141,366.11
8	Accounting Technician	22	\$39,464.46	\$51,168.12	\$34,133.33	\$61,763.69
9	Custodian	20	\$29,398.46	\$40,039.99	\$23,784.40	\$50,919.13
10	Landfill Operator	5	\$47,378.98	\$62,187.39	\$45,152.36	\$64,890.26
11	Vehicle Equipment Mechanic	15	\$44,038.23	\$60,491.69	\$39,033.44	\$76,864.30
12	Maintenance Mechanic	20	\$39,777.73	\$55,626.10	\$34,408.99	\$71,701.50
13	Police Officer	15	\$54,817.85	\$70,854.31	\$44,800.00	\$83,901.32
14	Power Plant Operator II	7	\$62,696.36	\$79,156.03	\$58,410.15	\$86,574.95
15	Records Technician	9	\$32,530.21	\$43,289.47	\$29,407.09	\$61,483.15
16	Public Safety Dispatcher	14	\$44,107.31	\$56,490.34	\$37,312.82	\$69,222.48
17	Lifeguard	12	\$29,543.52	\$37,490.08	\$21,227.28	\$44,591.88
18	Equipment Operator	13	\$46,830.57	\$59,404.92	\$35,671.79	\$73,665.92
19	Harbor Officer	6	\$42,305.02	\$56,759.11	\$32,656.41	\$68,996.39
20	Corrections Officer	4	\$37,652.66	\$48,615.58	\$35,671.79	\$61,559.36
21	Energy Systems Mechanic	8	\$49,370.37	\$63,349.20	\$47,346.20	\$71,701.50
22	Assistant City/Borough Manager	8	\$93,668.73	\$134,828.33	\$69,249.44	\$161,083.35
23	PC Technician	12	\$46,066.17	\$61,114.65	\$37,109.47	\$76,117.67
24	Heavy Equipment Operator	14	\$41,702.44	\$56,260.17	\$38,939.33	\$74,187.89
25	Electrical Engineering Technician	7	\$50,510.52	\$64,175.70	\$47,309.66	\$69,759.37
26	Wastewater Operator II	18	\$42,699.66	\$57,647.86	\$37,234.23	\$74,187.89
27	Water Operator II	17	\$45,142.13	\$61,073.56	\$35,450.01	\$83,836.92
28	Utility Lineman	4	\$92,246.29	\$92,246.29	\$92,246.29	\$92,246.29
29	Planner	15	\$50,482.38	\$68,006.57	\$46,225.98	\$82,796.89
30	Heavy Equipment Mechanic	16	\$48,229.12	\$63,335.86	\$45,050.41	\$78,597.11
31	Electrician	10	\$57,244.90	\$72,895.82	\$52,074.53	\$78,223.82
32	Carpenter	9	\$47,315.88	\$61,598.87	\$45,686.24	\$71,701.50
33	System Analyst	15	\$57,933.18	\$77,336.08	\$39,633.52	\$89,566.49
34	Plumber	9	\$49,014.49	\$64,857.75	\$47,799.37	\$71,707.72
35	Painter	8	\$41,582.93	\$56,081.52	\$34,408.99	\$71,707.72
36	Senior Appraiser	7	\$52,430.60	\$74,791.25	\$49,573.11	\$87,888.33

\*Not enough responses to report data

# Summary of Salary Range Data

Bench No.	Benchmark Title	No. of Orgs	Avg Range Min	Avg Range Max	Lowest Range	Highest Range
					Min	Max
37	Fire Engineer	7	\$46,977.33	\$61,255.66	\$39,188.48	\$71,597.99
38	Lead Maintenance Mechanic	9	\$51,033.32	\$65,862.61	\$46,937.95	\$82,090.94
39	Controller	12	\$75,425.48	\$103,602.97	\$49,405.72	\$124,062.00
40	Municipal Clerk	19	\$71,989.60	\$91,156.50	\$60,266.38	\$108,869.91
41	Environmental Specialist	8	\$53,751.27	\$69,831.35	\$42,864.42	\$93,982.08
42	Solid Waste Director	6	\$69,631.62	\$93,749.12	\$54,766.17	\$107,649.58
43	Risk Manager	9	\$68,712.01	\$92,070.11	\$64,311.60	\$108,957.94
44	Recreation Director	8	\$77,363.54	\$111,065.34	\$49,405.72	\$141,366.11
45	Safety Manager	8	\$65,091.77	\$86,035.01	\$52,127.13	\$94,728.80
46	Water Resource Manager	14	\$72,785.20	\$98,330.88	\$50,653.07	\$117,554.64
47	Administrative Assistant	19	\$41,126.06	\$54,906.48	\$34,124.50	\$78,576.98
48	Appraiser	7	\$48,350.89	\$68,290.33	\$38,184.27	\$75,252.72
49	Executive Assistant	16	\$49,366.90	\$70,627.26	\$39,633.52	\$84,311.64
50	Firefighter	10	\$47,618.91	\$63,143.91	\$36,626.64	\$82,796.89
51	GIS Technician	7	\$46,260.90	\$68,550.38	\$44,179.43	\$76,864.30
52	Deputy Clerk	16	\$46,536.83	\$66,076.24	\$37,205.39	\$87,888.33
53	Construction Inspector	17	\$52,444.30	\$70,573.32	\$46,079.52	\$89,566.49
54	Senior Accounting Technician	14	\$48,848.09	\$65,133.58	\$41,789.39	\$103,528.78
55	Accountant	17	\$53,808.18	\$69,458.78	\$37,850.10	\$91,535.26
56	GIS Analyst	7	\$59,411.30	\$78,891.45	\$46,274.16	\$89,566.49
57	Network Administrator	11	\$61,543.73	\$78,972.55	\$53,430.47	\$89,566.49
58	Planning & Zoning Administrator	6	\$52,331.39	\$80,752.22	\$34,600.27	\$98,998.44
59	Civil Engineer	12	\$66,258.58	\$87,136.38	\$59,465.41	\$116,308.16
60	Resource/Land Management Officer	10	\$67,762.61	\$89,242.22	\$62,454.95	\$124,062.00
61	Recreation Program Coordinator	11	\$48,310.23	\$61,080.65	\$35,889.20	\$124,062.00
62	Fire Marshall	5	\$67,737.64	\$86,468.67	\$60,469.21	\$101,999.79
63	Code Enforcement Officer	9	\$55,259.29	\$72,675.14	\$44,310.80	\$89,566.49
64	Capital Projects Administrator	6	\$66,976.89	\$90,691.67	\$64,974.61	\$95,624.81
65	Application Developer	9	\$57,960.81	\$76,824.86	\$50,432.73	\$84,239.64
66	Solid Waste Operator II	4	\$52,052.99	\$68,444.98	\$51,959.59	\$69,879.59
67	IT Supervisor	18	\$72,155.41	\$99,513.03	\$57,251.41	\$114,898.18
68	Landfill Supervisor	4	\$61,164.13	\$82,424.72	\$57,353.64	\$87,715.28
69	Maintenance Coordinator	10	\$59,006.92	\$77,175.38	\$49,189.74	\$95,537.59
70	Police Sergeant	14	\$63,492.45	\$79,082.66	\$51,507.69	\$95,773.75
71	Public Safety Dispatch Shift Supervisor	7	\$56,576.86	\$71,716.84	\$46,058.43	\$93,615.60
72	Fire Captain	10	\$55,623.95	\$75,526.28	\$44,869.40	\$87,888.33
73	Maintenance Foreman	16	\$60,117.03	\$81,856.52	\$47,818.42	\$103,528.78

\*Not enough responses to report data

# Summary of Union/NonUnion Status by Position

Bench No.	Benchmark Title	Total # Orgs Providing Data	# Orgs: Union Position	# Orgs: Non-Union Position
1	Human Resources Administrative Specialist	12	2	7
2	Assessment Clerk	9	8	0
3	Library Assistant	15	6	5
4	Finance Director	25	3	18
5	Assessor	9	1	7
6	Fire Chief	16	1	15
7	Planning Director	17	1	12
8	Accounting Technician	22	13	5
9	Custodian	20	10	6
10	Landfill Operator	5	5	0
11	Vehicle Equipment Mechanic	15	8	2
12	Maintenance Mechanic	20	11	5
13	Police Officer	15	9	6
14	Power Plant Operator II	7	3	0
15	Records Technician	9	3	1
16	Public Safety Dispatcher	14	7	7
17	Lifeguard	12	4	3
18	Equipment Operator	13	6	3
19	Harbor Officer	6	3	3
20	Corrections Officer	4	1	3
21	Energy Systems Mechanic	8	2	1
22	Assistant City/Borough Manager	8	1	7
23	PC Technician	12	7	2
24	Heavy Equipment Operator	14	5	5
25	Electrical Engineering Technician	7	3	0
26	Wastewater Operator II	18	8	6
27	Water Operator II	17	7	6
28	Utility Lineman	4	4	0
29	Planner	15	6	4
30	Heavy Equipment Mechanic	16	7	5
31	Electrician	10	5	0
32	Carpenter	9	4	0
33	System Analyst	15	6	4
34	Plumber	9	4	0
35	Painter	8	3	0

# Summary of Union/NonUnion

Bench No.	Benchmark Title	Total # Orgs Providing Data	# Orgs: Union Position	# Orgs: Non- Union Position
36	Senior Appraiser	7	5	1
37	Fire Engineer	7	5	2
38	Lead Maintenance Mechanic	9	4	0
39	Controller	12	2	6
40	Municipal Clerk	19	1	18
41	Environmental Specialist	8	2	1
42	Solid Waste Director	6	1	4
43	Risk Manager	9	0	5
44	Recreation Director	8	2	6
45	Safety Manager	8	0	3
46	Water Resource Manager	14	1	9
47	Administrative Assistant	19	10	8
48	Appraiser	7	6	0
49	Executive Assistant	16	2	10
50	Firefighter	10	5	4
51	GIS Technician	7	5	1
52	Deputy Clerk	16	3	13
53	Construction Inspector	17	6	6
54	Senior Accounting Technician	14	5	5
55	Accountant	17	7	7
56	GIS Analyst	7	5	1
57	Network Administrator	11	4	3
58	Planning & Zoning Administrator	6	3	3
59	Civil Engineer	12	3	5
60	Resource/Land Management Officer	10	2	3
61	Recreation Program Coordinator	11	4	3
62	Fire Marshall	5	2	2
63	Code Enforcement Officer	9	5	3
64	Capital Projects Administrator	6	1	4
65	Application Developer	9	3	1
66	Solid Waste Operator II	4	4	0
67	IT Supervisor	18	4	10
68	Landfill Supervisor	4	3	1
69	Maintenance Coordinator	10	2	3
70	Police Sergeant	14	7	7
71	Public Safety Dispatch Shift Supervisor	7	4	3
72	Fire Captain	10	5	5
73	Maintenance Foreman	16	6	6

# Summary of Pay Practices: Pay Increases

	Pay Increases (includes Merit, COLA, and General)	
	Avg Pay Increase	% of Responding Orgs
Non-Exempt	3.3%	86%
Exempt	3.0%	86%
Executive	3.0%	87%
Union	4.1%	73%

# Summary of Pay Practices: Salary Ranges

- Formal Salary Ranges are in place for 100% of the comparator organization's union positions. For non-represented positions (non-exempt, exempt and executive), 93% of the organizations have salary ranges in place.

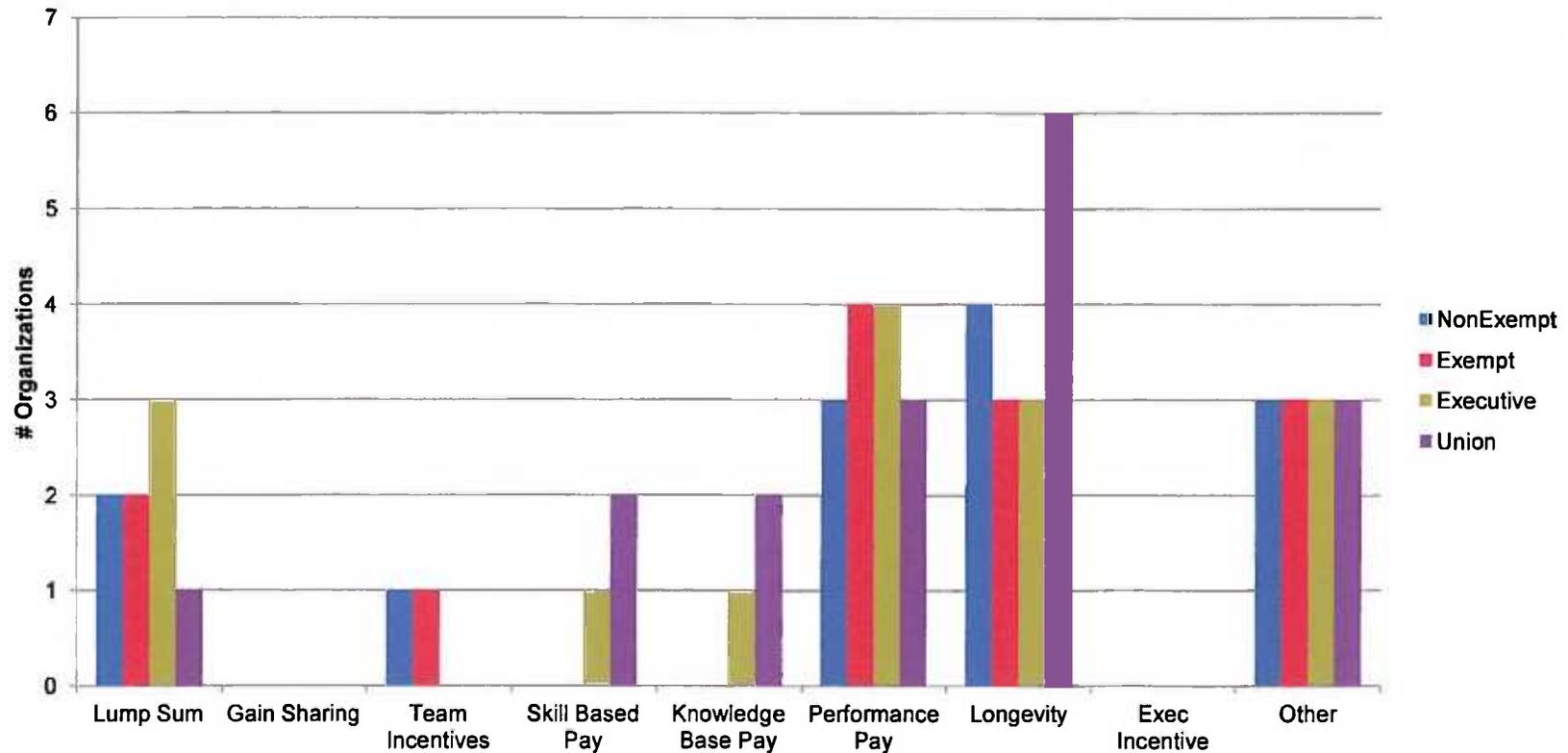
	2012 Salary Range Adjustments	
	Market Avg Salary Range Adjustment	% of Responding Orgs
Non-Exempt	2.5%	73%
Exempt	2.7%	86%
Executive	2.8%	86%
Union	2.5%	73%

# Summary of Pay Practices: Full Time Status

- 87% of organizations provided information related to the number of hours per week that qualifies an employee as full-time:
  - An average of 37.5 scheduled hours per week qualifies a position as full time;
  - The median number of scheduled hours per week to qualify for full time status is 40 (minimum reported is 30, maximum reported is 40).

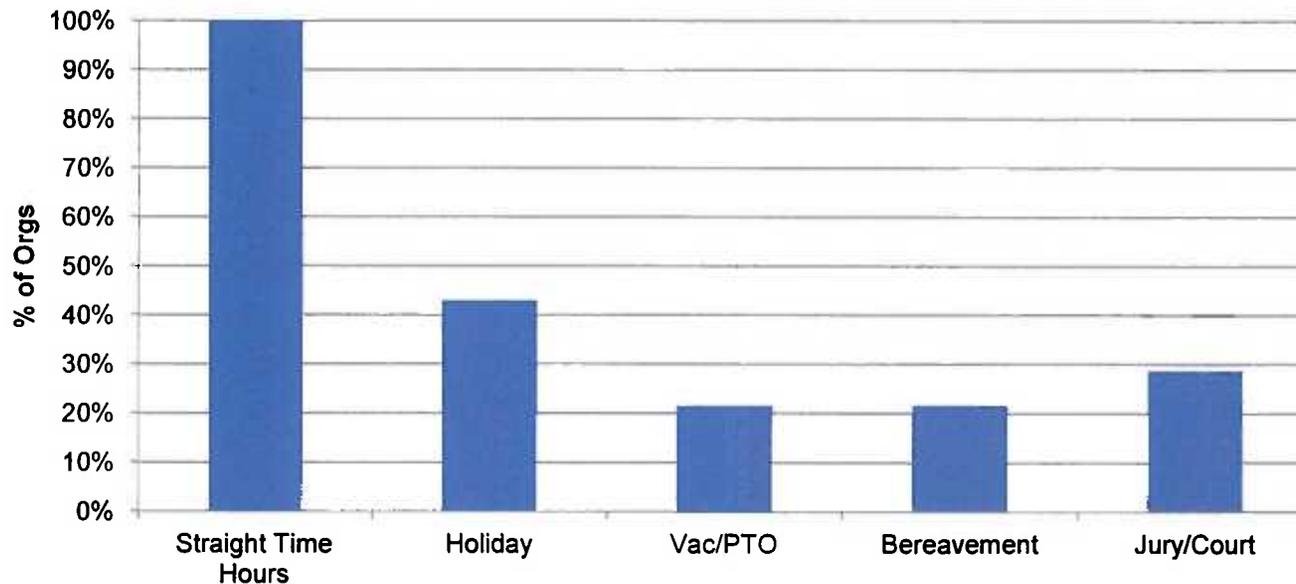
# Summary of Pay Practices: Variable Pay

## Variable Pay



# Summary of Pay Practices: Overtime Pay

## Pay Types Captured in Hours Worked for Overtime Pay Calculation



- 12 organizations apply overtime based on daily and weekly hours worked.
- 1 organization applies overtime based on a 9 day/80 hour work schedule.

# Benefits: Retirement

PERS*						
	Executive/Management		Exempt		Non-Exempt	
	# Orgs	Avg %	# Orgs	Avg %	# Orgs	Avg %
Employer	13	19.20	13	19.20	13	19.20
Employee	13	7.7	13	7.7	13	7.7

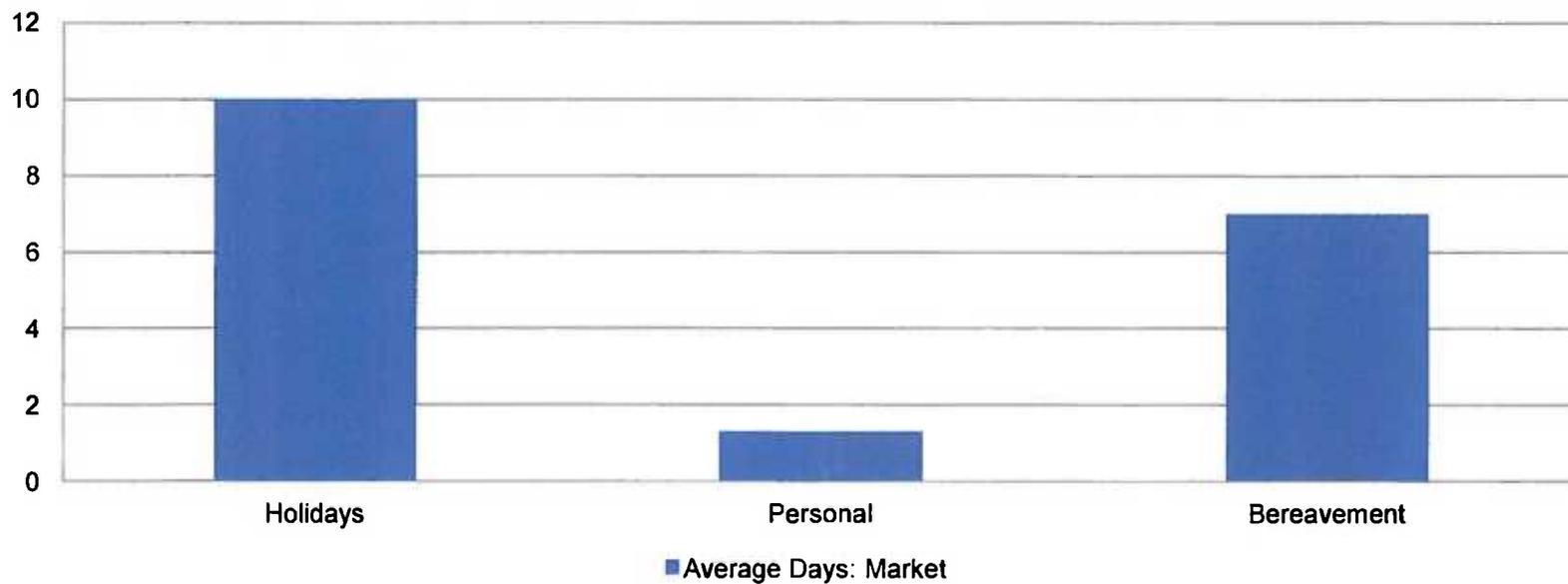
\*2 Alaska organizations have lower percentage contributions, lowering the overall averages, with ER contributions of 5% and EE contributions of 8%

# Benefits: Retirement

- 87% of the comparator organizations offer employees the option of contributing to a tax-exempt retirement program that **does not** include an employer match;
- Annual employee contributions are subject to applicable IRS limitations.

# Benefits: Paid Leave

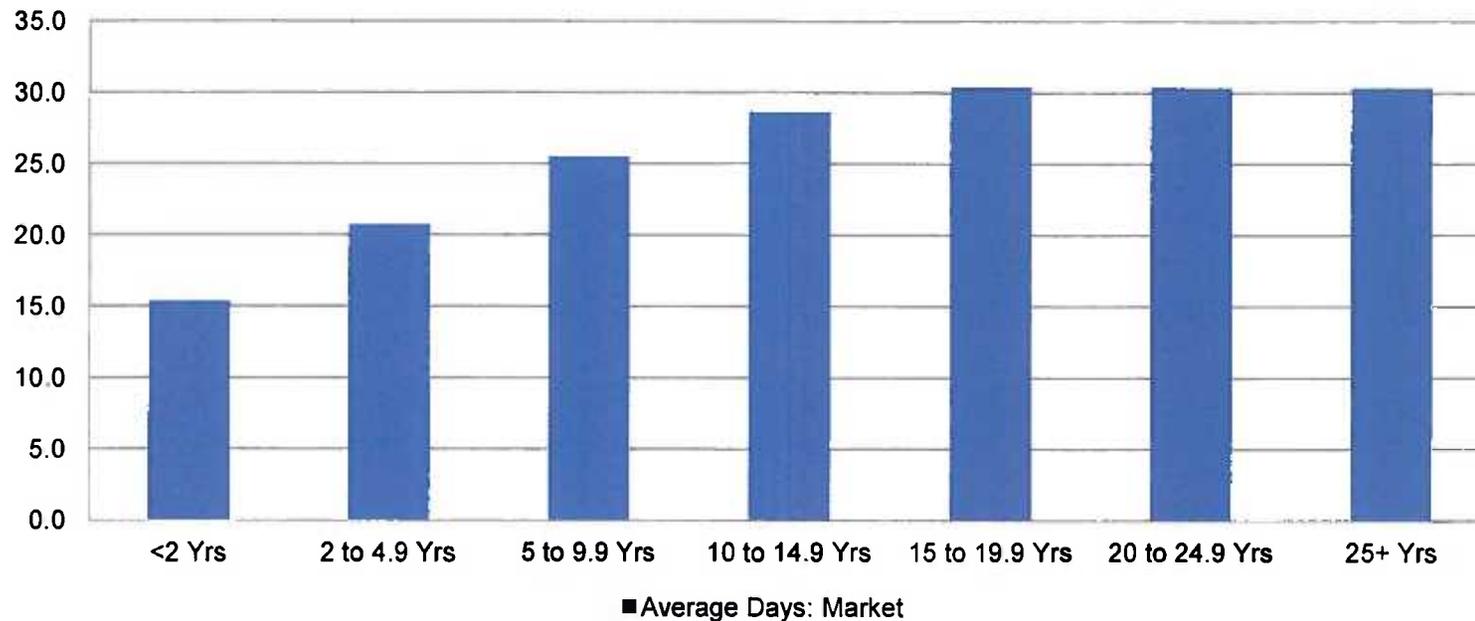
## Holiday, Personal & Bereavement Average Annual Leave Accrual



# Benefits: Paid Leave

- 24% of organizations have a stand-alone vacation leave program.

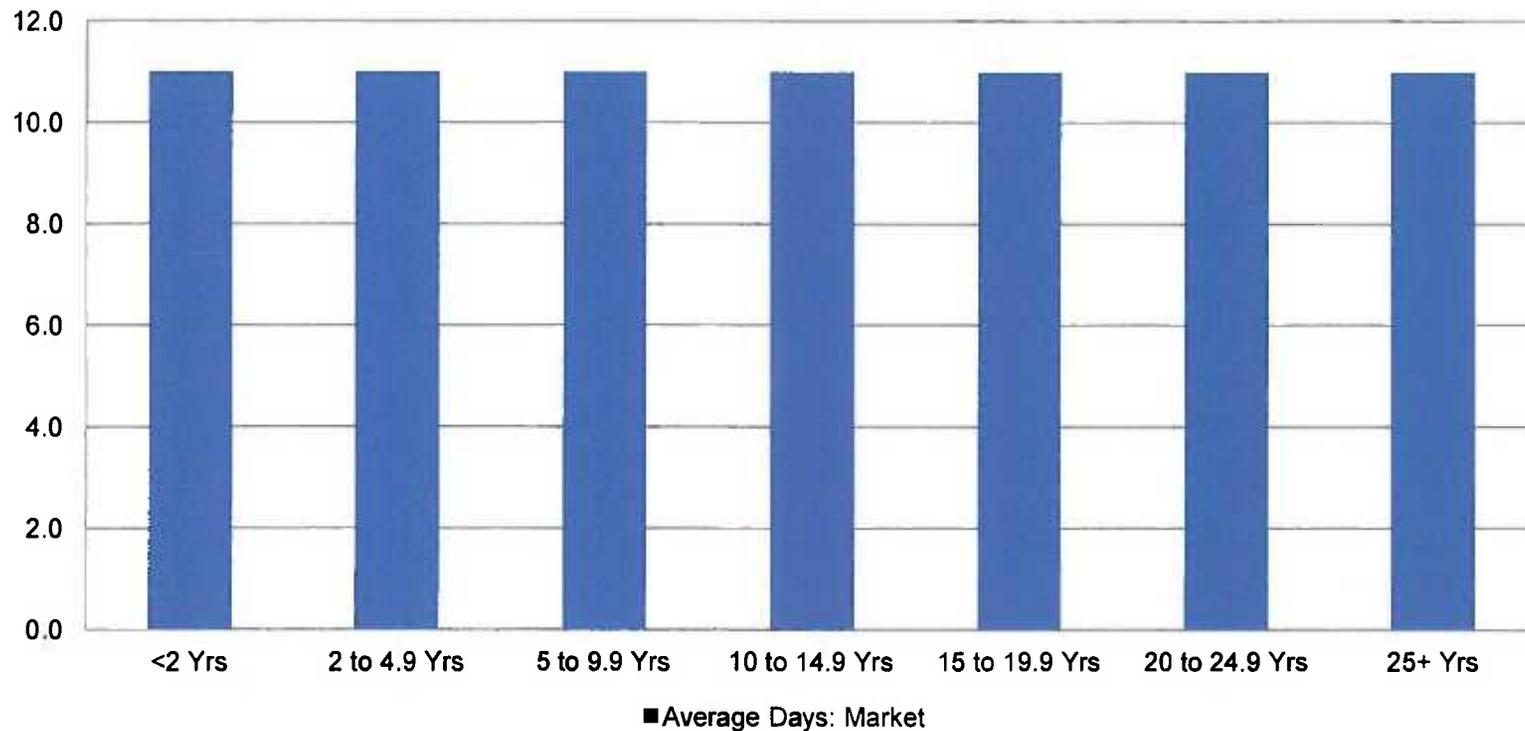
## Vacation Leave Average Annual Accrual



# Benefits: Paid Leave

- 24% of organizations have a stand-alone sick leave program.

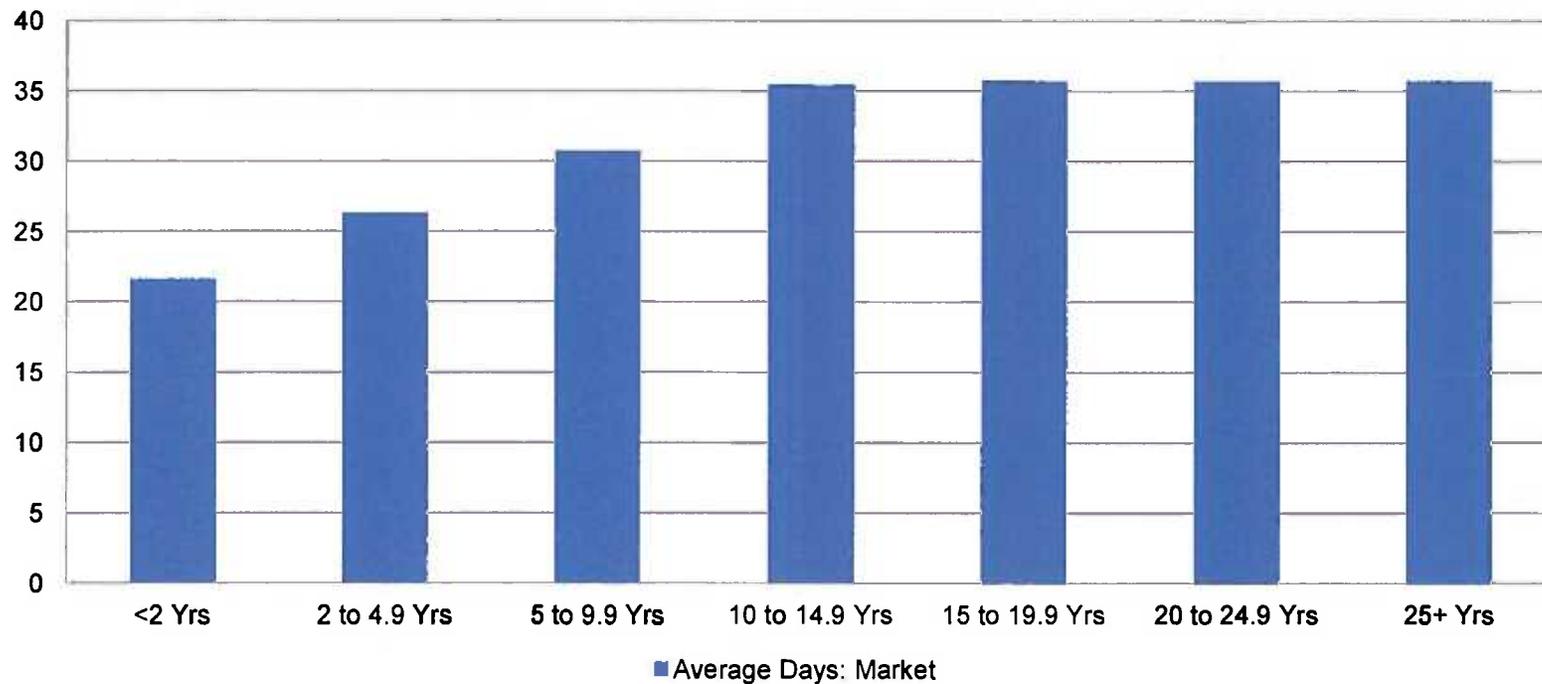
## Sick Leave Average Annual Accrual



# Benefits: Paid Leave

- 76% of organizations provide for a PTO bank, consisting of vacation and sick leave.

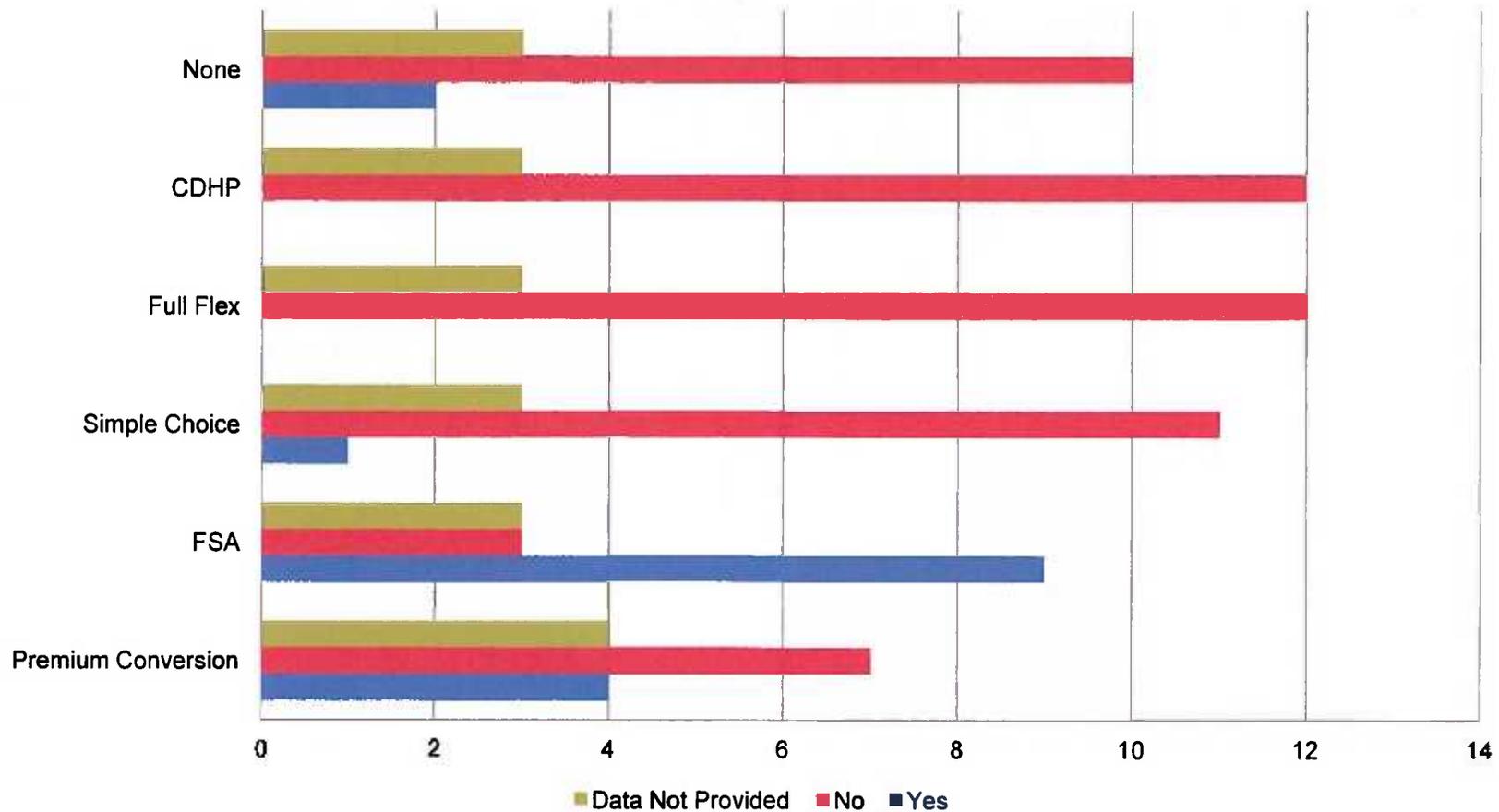
### Combined PTO\* Average Annual Accrual



\*Combined PTO for the market includes vacation and sick leave, with the exception of 1 organization which includes holiday, personal and bereavement in the PTO accrual

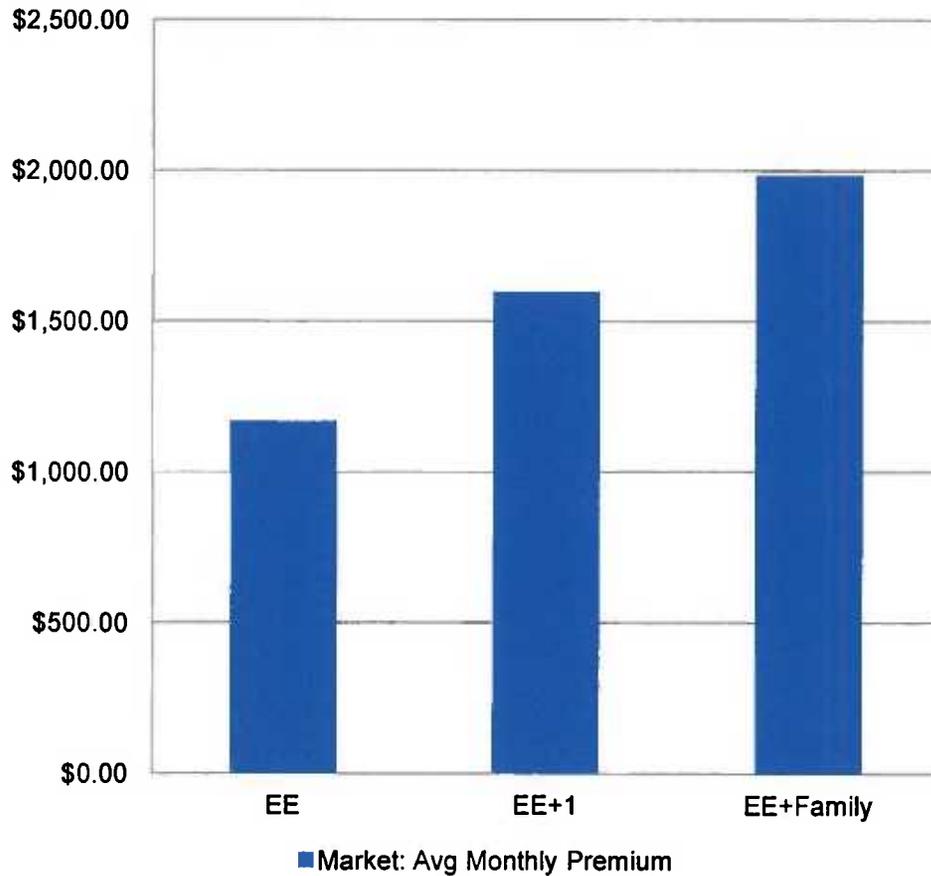
# Benefits: Flexible Benefits

## Cafeteria Offerings

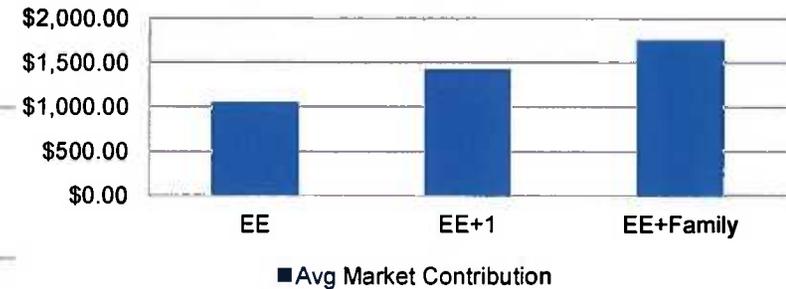


# Benefits: Health & Dental Premiums

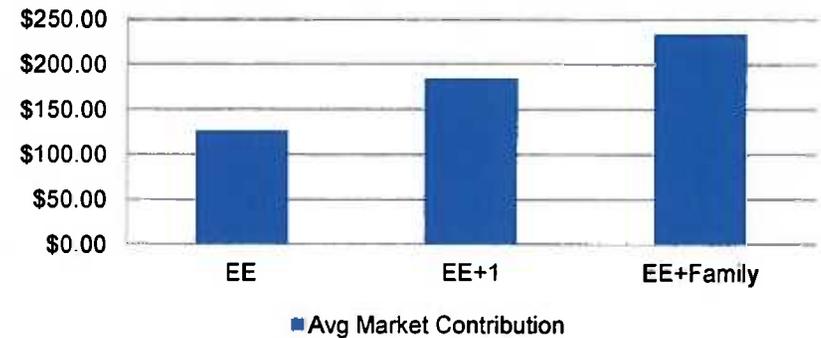
**Medical & Dental: Total Monthly Premiums**



**Medical & Dental: Employer Monthly Contributions**



**Medical & Dental: Employee Monthly Contributions**



# Benefits: Basic Life Insurance Coverage

- On average, the market provides for \$35,400 worth of basic life coverage.

# Benefits: EAP and Wellness Programs

- 32% of the comparator organizations surveyed offer an Employee Assistance Program.
- 63% of the comparator organizations surveyed offer an employee wellness programs which includes a variety of health information resources, health assessments, and/or discounts to employees.

# Benchmark Descriptions

**BENCHMARK JOB DESCRIPTION SUMMARIES**

<b>Benchmark No.</b>	<b>Benchmark Title</b>	<b>Level</b>	<b>Reports to</b>	<b>Supervises</b>	<b>Summary</b>	<b>Qualifications</b>
1	Human Resources Administrative Specialist	Clerical	HR Director	NA	Performs technical and administrative work in support of human resources projects and programs.	High School Diploma or GED and 2 years of experience in a human resources department providing advanced level clerical support.
2	Assessment Clerk	Clerical	Assessor	NA	Provides administrative office support to an assessment office, including records administration, ownership transfers and address changes. Provides general information to the public and staff on real and personal property.	High School Diploma or GED and 3 years of related office experience.
3	Library Assistant	Clerical	Library Director	NA	Performs routine clerical and administrative activities in support of library operations, including: providing customer assistance; handling cash; processing data and information; basic bookkeeping; shelving and checking books in and out; aiding the public in the use of library collections and computers.	High School Diploma or GED and 1 year of experience working in a library environment.
4	Finance Director	Department Head	Executive Management	Clerical, Paraprofessional and Professional staff	Directs the activities of the finance department, including supervising staff, preparing the annual budget, preparing the CAFR, managing organizational investments, managing debt, and performing related duties.	Bachelor's Degree and 10 years of progressively responsible governmental accounting experience, including prior management experience.
5	Assessor	Department Head	Executive Management	Clerical, Paraprofessional and Professional staff	Manages the Assessment Department, including annual assessment roles, supervising staff, developing assessment strategies and techniques, preparing department budgets, developing training for staff, assessing commercial properties and advising other departments on issues concerning real estate.	Bachelor's Degree and 3 years of professional level real estate and ad valorem appraisal work, including prior supervisory experience.
6	Fire Chief	Department Head	Executive Management	Fire Staff	Performs specialized, responsible managerial and technical work in directing and participating in the City's fire and rescue service and public fire protection programs.	Bachelor's degree and 6 to 9 years progressively responsible management experience in a Fire Department. Executive Fire Officer Graduate preferred.
7	Planning Director	Department Head	Executive Management	Clerical, Paraprofessional and Professional staff	Directs, manages and oversees the Planning department, which includes: managing and supervising staff; managing projects; overseeing current and long-range planning efforts for the community; maintaining relevant plans, policies and regulations; facilitating land development review; coordinating capital improvement planning efforts; and, developing outreach and engagement programs.	Bachelor's Degree in Planning or related field and 7 years of professional level municipal planning experience. AICP Certification preferred.
8	Accounting Technician	Entry	Finance Director	NA	Performs entry-level technical duties of an accounting support nature in the verification, reconciliation, analysis, and report preparation associated with procedures of accounting or bookkeeping, including: preparing, processing and/or maintaining revenue, expenditure and related fiscal records and reports; performing general office work such as filing, operating copying machines and computer terminals, and answering the telephone.	High School Diploma or GED and 2 years of related accounting support experience.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
9	Custodian	Entry	Varies	NA	Performs general maintenance and cleaning of buildings.	Ability to read, write and follow directions and 1 year of commercial or industrial cleaning experience.
10	Landfill Operator	Entry to Journey	Landfill Supervisor	NA	Assists in the operation and maintenance of a solid waste baling facility, landfill, equipment, vehicles and other solid waste projects requiring the operation of a variety of heavy equipment, including: operating, maintaining, repairing and constructing improvements; assisting with recycling, hazardous waste, water quality monitoring, leachate and wastewater treatment and disposal; providing assistance to the public; assisting with waste screening; performing maintenance, repair, overhaul and fabrication and minor construction on the baler, conveyor and rolling stock site structures and equipment; diagnosing, maintaining, repairing and overhauling mechanical systems; and, performing related activities.	High School Diploma or GED and 2 years of heavy equipment operations experience in a solid waste baler environment.
11	Vehicle Equipment Mechanic	Entry to Journey	Vehicle Maintenance Supervisor	NA	Inspects City vehicles and performs preventive maintenance, diagnoses malfunctions, removes and replaces worn or broken parts, performs minor and major repairs, and maintains records of work performed.	High school diploma, vocational training in auto mechanics and 1 to 2 years of experience as a mechanic and/or any equivalent combination. Requires Class A CDL.
12	Maintenance Mechanic	Entry to Journey	Varies	NA	Performs unskilled and semi-skilled tasks in maintaining, repairing and upgrading buildings, parks, facilities and/or grounds, which may include: painting; grounds maintenance; assisting in the set up and take down of equipment for programs and events; implementing repairs to appliances, furniture, shop equipment, grounds equipment and related items; maintaining records of completed work; handling, transporting and sorting materials; participating in snow removal activities.	High School Diploma or GED and 1 year of prior building maintenance experience.
13	Police Officer	Entry to Journey	Police Sergeant	NA	Performs a variety of general law enforcement patrol work on an assigned shift, including: patrolling the City in an official vehicle, on bicycle or on foot to deter crime or apprehend violators or suspects; answering complaint calls; serving legal papers; attending court; investigating and securing crime scenes; working with community members to identify and solve crime related problems.	High School Diploma or GED and successful completion of applicable Police Academy Training.
14	Power Plant Operator II	Entry to Journey	Power Plant Supervisor	NA	Operates, monitors and maintains diesel and auxiliary equipment used in the generation of electricity, including: starting and shutting down diesel engines; checking instrumentation and meters to determine proper operation of equipment; logging readings; maintaining plant equipment; cleaning facilities; assisting with engine overhauls; and performing related activities.	High School Diploma or GED and 2 years of power plant operations experience.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
15	Records Technician	Entry to Journey	Records Supervisor	NA	Maintains the integrity of records, ensuring compliance with applicable governing rules and regulations related to records and serves as a point of contact via phone, fax, mail, and in-person inquiries and requests from the public. Responsibilities include: maintaining accuracy and security of records; ensuring documents are redacted appropriately to intended requestors; coordinating and gathering information from other departments and controlling the final distribution of records; reviewing and finalizing reports and completing related data entry; processing documents and ensuring completeness of information; filing, scanning and archiving records; and performing related duties.	High School Diploma and 1 year of related work experience.
16	Public Safety Dispatcher	Entry to Journey	Public Safety Dispatch Shift Supervisor	NA	Serves as the first point of contact for citizens needing emergency resources, which includes: answering emergency and non-emergency calls for police and other municipal services using a multi-line telephone and 911 emergency phone system; entering and prioritizing calls for service into computer aided dispatch system; allocating resources and personnel to respond to citizen and first responder emergencies through use of radio and computer aided dispatch systems; receiving, dispatching and processing calls quickly and efficiently.	High School and 4 years related experience
17	Lifeguard	Entry to Journey	Pool Manager	NA	Ensures pool patron safety by observing activities in and around pool areas. Provides front desk support and information, including collecting entry fees, answering phones and responding to questions from the public. Monitors pool chemicals. Washes and folds towels.	Completion of an approved Lifeguard Certification program. Current American Red Cross Certifications in First Aid, AED and CPR.
18	Equipment Operator	Entry to Journey	Varies	NA	Operates a variety of light to medium equipment in support of department operations, which may include maintaining, upgrading and constructing streets, roads, bike trails, drainage systems and/or other applicable items.	High School Diploma or GED and 3 years of related experience. Requires Class A CDL with N endorsement.
19	Harbor Officer	Entry to Journey	Harbor Master	NA	Supports the day-to-day operations of the harbor system and facilities, which may include: directing vessel traffic and moorage; providing vessel services; ensuring the safety and security of facilities and docks; responding to hazardous spills; providing emergency rescue and transport; tracking vessel facility and dock usage for billing purposes; and preparing and maintaining related records.	High School Diploma or GED and 1 year of related marine industry experience or equivalent.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
20	Corrections Officer	Entry to Journey	Police Sergeant	NA	Maintains the health and security of inmates and staff, ensuring that all individuals held in the jail receive the rights and care mandated by state and Federal law including: ensuring inmate personal care; preparing and maintaining records on inmates and activities; cleaning and maintaining jail facilities; washing and folding laundry; performing routine clerical tasks.	High School Diploma or GED and 1 year of public contact experience. Must be 21 years of age.
21	Energy Systems Mechanic	Entry to Journey	Maintenance Director	NA	Maintains and installs energy management equipment.	High School Diploma or GED and 3 years of journeyman level experience in boiler installation and maintenance. Requires Class 3/2 Boiler Operator License.
22	Assistant City/Borough Manager	Executive	City/Borough Manager	Department Heads and Administrative Support Staff	Assists the City/Borough Manager in overseeing assigned departments, programs, or functions through the application of advanced management principles with critical impact on citizens and the organization. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact; develop and implement programs critical to the organization; and exercise control and supervision of multiple assigned functions and/or departments and significant resources. Responsibility may cross multiple functional units within the organization. Positions will usually have responsibility for program outcomes across multiple functions and/or departments as assigned.	Bachelor's Degree and 10 years related municipal experience including 3 years municipal management experience.
23	PC Technician	Journey	IT Supervisor	NA	Provides support for computer hardware, software and peripheral devices; responds to trouble calls from users; installs and upgrades hardware and software; configures computers and peripherals; performs routine system administration activities; and, performs related activities.	High School Diploma or GED and 3 years of related technical support experience.
24	Heavy Equipment Operator	Journey	Varies	NA	Operates a variety of heavy equipment to clean streets, collect refuse from residential and/or commercial locations, transport waste to landfills, and/or deliver and pickup roll off boxes. Typical duties include: performing manual labor; performing truck pre- and post-trip inspections; following an established route; completing applicable logs and records.	High School Diploma and 6 months of related work experience. Requires Class A Commercial Driver's License.
25	Electrical Engineering Technician	Journey	Public Utilities Director	NA	Provides technical support for the organization regarding electrical issues; assists with project oversight, design and review; maintains and troubleshoots power distribution SCADA and controls network; maintains and repairs electrical components.	High School Diploma or GED, supplemented with approved apprentice program, and 2 years of journey level electrical technician experience, including controls and automation troubleshooting and analysis and power plant controls/switchboard maintenance experience. Requires Electrical Journeyman Certification.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
26	Wastewater Operator II	Journey	Water/Wastewater Supervisor	NA	Operates a wastewater treatment facility, including: maintaining the treatment plant and collection system; cleaning main lines and laterals; inspecting manholes; collecting and entering data into applicable databases; troubleshooting lift station and treatment plant problems; providing information to the public on sewer mains and services; performing general plant facility maintenance.	High School Diploma or GED and 4 years of water or wastewater plant systems experience. Requires Level II Collection Certification, Level I Treatment Certification, and Class B CDL.
27	Water Operator II	Journey	Water/Wastewater Supervisor	NA	Operates a water treatment facility with the purpose of providing safe and palatable drinking water in compliance with all state and Federal regulations; operates the water distribution system utilizing SCADA to manage reservoir levels and water pressures across multiple pressure zones in accordance with all state and Federal regulations.	High School Diploma, supplemented by 1 year of specialized technical training in water distribution systems, and 2 years of water treatment plant operations experience. Requires Level II Treatment Certification.
28	Utility Lineman	Journey	Lineman Chief	NA	Installs, maintains, repairs and replaces primary and secondary electrical transmission and distribution lines and equipment throughout the distribution system. Performs meter reads and updates electronic files. Performs testing, inspections and troubleshooting of utility system.	High School Diploma or GED and completion of an apprentice program, and 4 years of journeyman lineman experience.
29	Planner	Journey	Planning Director	NA	Performs professional level project management for development projects. Responsibilities include: reviewing, researching and processing planning and development applications, plans, amendments, variances, and related documents; conferring with other divisions, applicants and external agencies to resolve project issues; interpreting and communicating codes, laws and regulations, ensuring compliance with applicable standards; providing support and giving presentations to the Council, Boards, Commissions and related groups; preparing code amendments; preparing drawings, plans, studies, reports, and other related documents; and participating in long-range planning activities.	Bachelor's Degree in Urban Design, Architecture, or related field and 2 years of municipal planning experience.
30	Heavy Equipment Mechanic	Journey	Maintenance Mechanic Chief	NA	Repairs and maintains gas and diesel equipment, including: welding and fabricating parts; servicing equipment; changing oil; repairing and replacing tires.	High School Diploma or GED and 4 years of experience repairing and maintaining heavy-duty construction and maintenance equipment. Requires Class B CDL.
31	Electrician	Journey	Maintenance Director	NA	Performs journey level electrical work within buildings and property lines.	High School Diploma or GED and 3 to 4 years of electrical construction or maintenance experience. Requires Journeyman Electrical Licensure.
32	Carpenter	Journey	Maintenance Director	NA	Fabricates, installs and repairs structures and fixtures made of wood and materials that can be worked like wood, such as plastic, fiberglass, Formica, etc. utilizing applicable tools and machinery common to the trade.	High School Diploma and 3 to 4 years journey level experience in carpentry, including 2 years of finish carpentry.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
33	System Analyst	Journey	IT Supervisor	NA	Under general direction, develops, designs, documents, maintains, evaluates, supports and provides problem resolution for assigned information systems; performs a variety of technical and analytical services for assigned departments; analyzes, evaluates and trains users on hardware and software systems; provides technical and system support for applications and services; performs database administration; develops maintenance plans; monitors system security and integrity; analyzes system and application performance; creates custom analytical reports as required.	Bachelor's Degree and 5 years information technology experience with 3 years related to area of assignment.
34	Plumber	Journey	Maintenance Director	NA	Installs and repairs all types of plumbing, heating, water treatment systems and performs general maintenance duties as assigned.	High School Diploma or GED and 3 years experience in the installation and repair of all types of plumbing, heating and water treatment systems. Requires Journeyman Plumber's Certification.
35	Painter	Journey	Maintenance Director	NA	Applies paint and related materials to machinery, equipment, buildings and/or other applicable surfaces using brushes, rollers and spray equipment.	High School Diploma or GED and 3 years of journeyman level experience in painting commercial and/or public buildings.
36	Senior Appraiser	Journey	Appraisal Manager	NA	Performs real property appraisals, data collection, sales analysis and estimation of construction costs for a variety of residential and commercial real property. Conducts various surveys and researches construction costs to develop standards for field inspections pertaining to the quality and classification of residential and commercial real property.	High School Diploma and 3 years of governmental assessment experience.
37	Fire Engineer	Journey	Fire Chief	NA	Performs emergency procedures in order to preserve and maintain life; controls and extinguishes fires; protects property and maintains firefighting equipment. Operates fire engines.	High School Diploma or GED, supplemented with college level fire science courses and 3 years of firefighting experience. Requires Firefighter II and EMT Certifications.
38	Lead Maintenance Mechanic	Lead	Maintenance Director	NA	Serves as a lead and participates in the repair and construction of buildings and equipment.	High School Diploma or GED and 5 years of maintenance or construction experience on various types of commercial and/or public buildings. Requires Class B CDL. Journeyman Licensure may be required.
39	Controller	Management	Finance Director	Paraprofessional and Professional Accounting/Finance staff	Assists with the management and operation of the day-to-day financial affairs of the organization. Supervises professional level accounting and/or finance staff.	Bachelor's Degree in Accounting, Finance or related field and 5 years of progressively responsible professional level experience in governmental accounting and finance, including prior supervisory experience.
40	Municipal Clerk	Management	Executive Management	Clerical and Paraprofessional staff	Manages and administers official records for the organization. Prepares documents for the City Council/Borough Assembly. Serves as the registrar and supervisor of elections; attests to deeds and other official documents; supervises the management of all official documents, including meeting minutes, ordinances, resolutions, contracts and agreements; supervises and manages the records retention program.	Bachelor's Degree in Public Administration or related field and 6 years of professional level municipal clerk experience.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
41	Environmental Specialist	Management	Executive Management	NA	Manages operational environmental compliance programs and activities, including: developing, reviewing and coordinating environmental programs; managing projects; ensuring hazardous materials storage, handling and disposal is in accordance with local, state and Federal regulations; providing technical assistance on environmental issues; conducting site evaluations to ensure environmental regulation compliance; administering contracts; and performing related activities.	Bachelor's Degree in Environmental Science or related field and 2 years of related experience. Requires 40-hour Hazardous Waste Site Training Certification and Incident Command System Training Certification.
42	Solid Waste Director	Management	Executive Management	Solid Waste Staff	Directs, manages and oversees the operations and administration of the solid waste department, including: budgeting; planning; development and construction; programming; compliance with applicable local, state and Federal requirements; supervising staff; and, managing construction, operational and professional services projects.	Bachelor's Degree in Civil Engineering, Environmental Science or related field and 4 years of solid waste experience, including 2 years of supervisory experience.
43	Risk Manager	Management	Executive Management	Paraprofessional and Professional Staff	Manages the risk and insurance programs for the organization and may administer special programs, including: processing, coordinating and managing claims; investigating incidents; writing reports; reviewing a variety of documents; preparing budgets; compiling, analyzing and preparing data.	Bachelor's Degree in Insurance, Public Administration or related field and 2 years of related risk management experience in a municipal environment.
44	Recreation Director	Management	Executive Management	Recreation Staff	Directs, oversees and manages recreation programs for the organization and community, including supervising staff; managing budgets; program planning; and developing strategic initiatives that meet the needs of the organization and community.	Bachelor's Degree in Recreation Management or a related field and 7 years of progressively responsible recreation management experience, including prior supervisory experience.
45	Safety Manager	Management	Executive Management	Paraprofessional and Professional Staff	Manages the operation safety functions for the organization, which includes: implementing and managing a safety and loss prevention program; implementing and overseeing compliance with applicable rules, policies and regulations; preparing, updating and reviewing safety guidelines, procedures and manuals; overseeing safety training; inspecting facilities for safety compliance; serving as the primary contact with state and Federal agencies on safety matters.	Bachelor's Degree in a related field and 2 years of progressively responsible safety management experience.
46	Water Resource Manager	Management	Director	Entry through Journey level Water Maintenance staff	Manages the operations of water production and distribution for the organization. Typical responsibilities include: managing staff; monitoring water quality; monitoring system operations; attending meetings; developing and managing division budget; monitoring treatment facility operations; ensuring the accuracy, timing and completion of water billing; preparing, reviewing and approving reports; and responding to complex customer relations issues.	Bachelor's Degree and 7 years of progressively responsible supervisory or managerial experience in water distribution and production. Requires Water Treatment Operator II Certification, Wastewater Treatment Operator I Certification, Water Distribution Operator III Certification, Wastewater Collection Operator II Certification, and Class B CDL.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
47	Administrative Assistant	Paraprofessional	Varies	NA	Assists a department or management official in carrying out a program's administrative activities by performing a variety of administrative and technical functions, including: performing public contact and administrative office management duties to relieve the department head and/or other management personnel of operational details; receiving and transcribing confidential correspondence; screening and independently handling a variety of inquiries by telephone and in person; maintaining a variety of records and files; interpreting and explaining program policies and procedures; evaluating and managing data; providing specialized information; assessing program goals and objectives; participating in departmental or program assessment. Work is characterized by its variety, complexity and confidential nature, requiring considerable organizational and analytical ability. May supervise or coordinate the work of clerical employees.	High School Diploma or GED and 3 to 5 years of secretarial experience or equivalent combination of education and experience.
48	Appraiser	Paraprofessional	Assessor	NA	Identifies, classifies, documents and values all types of real, personal and business property for the purpose of ad valorem taxation.	High School Diploma or GED, supplemented with appraisal or assessment coursework, and 2 to 3 years of progressively responsible experience appraising real or personal property.
49	Executive Assistant	Paraprofessional	Executive Management	NA	Provides advanced administrative support to an organizational executive, including: making travel arrangements; managing executive calendar; managing and coordinating special projects; and handling confidential information.	High School Diploma or GED and 5 years of progressively responsible administrative support experience, including prior support of an organizational executive.
50	Firefighter	Paraprofessional	Fire Captain	NA	Ensures the safety and security of court facilities. Responsibilities include: maintaining readiness for emergency call response; responding to fire, medical, and related emergency calls when dispatched and taking proper action; performing routine apparatus and facility maintenance; educating staff and public on fire safety/prevention; and performing other tasks related to City and Fire Department activities.	High School Diploma. EMT and/or Paramedic Certification and Driver's License required.
51	GIS Technician	Paraprofessional	IT Director/Supervisor	NA	Reviews and interprets recorded map plats, cadastral survey data, legal descriptions and geospatial data and inputs data into GIS, spatial data engine and work order management system; performs routine maintenance and quality control checks of data to ensure accuracy; prepares custom maps and data; performs data analysis and manipulation; creates legal exhibits based on recorded map plats, cadastral survey data, legal descriptions and geospatial data.	Associate's Degree in cartography, GIS or related field and 3 years of related experience.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
52	Deputy Clerk	Paraprofessional	City/Borough Clerk	NA	Provides specialized administrative support for the Clerk's Office, which may include: coordinating Board and Commission recruitments; processing ordinances and resolutions passed and adopted by the Assembly/Council, including changes to the municipal Code; preparing Assembly/Council agendas and meeting minutes; preparing and maintaining elections calendar; coordinating records management activities for the organization; responding to public records, subpoenas and media requests; coordinating records destruction, imaging implementation and retention schedules.	Associate's Degree and 3 years of related experience.
53	Construction Inspector	Paraprofessional	Varies	NA	Performs complex and technical inspections of residential, commercial, public works and capital improvement projects and structures to ensure compliance with applicable Federal, state, county and local codes, ordinances, regulations and standards; issues violation notices and testifies in court regarding violations; investigates complaints from citizens and fire operations division; schedules inspections; reviews building plans; documents inspection results.	High School Diploma and 2 years of related building inspections experience.
54	Senior Accounting Technician	Paraprofessional	Finance Director	NA	Performs journey-level technical duties of an accounting support nature in the verification, reconciliation, analysis, and report preparation associated with procedures of accounting or bookkeeping, including: preparing, processing and/or maintaining revenue, expenditure and related fiscal records and reports; performing general office work such as filing, operating copying machines and computer terminals, and answering the telephone.	Associate's degree in accounting or a related field and 2 years of related experience or equivalent combination of education and experience.
55	Accountant	Professional	Finance Director	NA	Performs professional level accounting and financial activities for the City requiring thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management, including: advanced work of an accounting nature in the examination, verification, reconciliation, and analysis of fiscal records and reports; preparing financial and statistical reports (including profit and loss statements and audits); providing advice and information on accounting practices and procedures.	Bachelor's Degree and 3 years of professional level accounting experience.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
56	GIS Analyst	Professional	IT Director/Supervisor	NA	Performs technical and administrative work in the development, implementation, and maintenance of Geographic Information System (GIS) projects, including: designing GIS databases and providing guidance with data quality assurance and database implementation; developing GIS automated applications and providing technical assistance to staff and management using GIS technology; developing major geodatabase components of the organization's GIS; may include supervising and assisting staff with field mapping efforts using Global Positioning System (GPS) and other types of field data collection equipment; integrating the collected information into the organization's GIS.	Bachelor's degree in computer science, geography, cartography, or related field, and 2 to 4 years of related experience, to include considerable experience with development of GIS automated applications and databases.
57	Network Administrator	Professional	IT Director	NA	Implements, maintains, monitors and troubleshoots LAN/WAN infrastructure, servers, telephony, and enterprise software.	High School Diploma or GED and 4 years of network experience in a multi-user computing environment. May require specialized certifications such as Cisco Certified Network Associate or Microsoft Certified System Administrator Certification.
58	Planning & Zoning Administrator	Professional	Planning Director	NA	Assists in the administration of planning projects, quasi-legal research, records management, land-use documents, and administrative support to applicable Commissions/Boards, which includes: creating, maintaining and reproducing maps; generating a variety of planning and zoning documents; reviewing building permits and subdivision plats for conformance with applicable ordinances, laws and regulations; providing professional level support for applicable studies; analyzing and evaluating planning and zoning data and preparing related reports and recommendations; conducting public meetings; and, performing related activities.	High School Diploma or GED and 4 years of related experience.
59	Civil Engineer	Professional	Engineering Director	NA	Provides professional level engineering assistance in water resources operations and review of capital construction projects; administers current policy regarding water availability and water line extensions; prepares policy revisions and recommendations; oversees water maintenance operations.	Bachelor's degree in Civil Engineering and 3 to 5 years civil engineering experience in a municipal environment.
60	Resource/Land Management Officer	Professional	Executive Management	NA	Serves as an expert resource to executive management on issues related to natural resources and/or land management issues to ensure the interests of the organization are met. Performs a variety of complex research and reporting related to assigned area of expertise. Serves as a liaison with external parties on issues related to resources or land management.	Bachelor's Degree in a related field and 2 years of progressively responsible experience in natural resource or land management analysis.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
61	Recreation Program Coordinator	Professional	Recreation Director	Volunteer Staff	Performs professional level recreational programming activities in support of an assigned program or area. Responsibilities may include: supervising temporary, seasonal and volunteer staff; managing program resources and staffing; managing program budgets, including grants; conducting needs analysis to identify programming opportunities; developing program marketing materials; resolving complex customer service issues; preparing reports; and monitoring the utilization of program resources.	Bachelor's Degree in Recreation Management, Education or Public Administration and 2 years of recreation and/or programming experience in assigned area of responsibility.
62	Fire Marshall	Professional	Fire Chief	NA	Incumbent performs professional and technical work in the field of fire prevention. Responsibilities include: managing division operations; supervising staff; developing and managing division budget; preparing, updating and enforcing the Fire code; representing the department in the community; and investigating complaints.	Associate's Degree in Fire Science and 7 years Sworn Fire experience. Certified Fire Investigator and Fire Inspector Certifications required.
63	Code Enforcement Officer	Professional	Code Enforcement Director	NA	Supervises and coordinates activities associated with obtaining compliance with municipal codes, ordinances and provisions to include field inspections, investigative work, court preparations and resolution of non-compliance issues.	High School Diploma and 5 years of municipal code compliance enforcement experience, including 1 year of supervisory or lead experience.
64	Capital Projects Administrator	Professional	Capital Projects Director	NA	Performs management and administration functions for capital projects involving selecting and applying accepted and standard architectural and engineering practices associated with the location, planning, design, materials and construction of buildings, site improvements, utilities or other capital projects.	Bachelor's Degree in construction management, architecture, civil engineering or related field and 5 years of related experience.
65	Application Developer	Professional	IT Director	NA	Provides systems analysis, support, database administration design, development, documentation, testing, debugging, modification and implementation of mission critical systems operating in a multi-language, multi-platform computing environment.	Bachelor's Degree in Computer Science or related field and 3 years of progressively responsible applications support experience.
66	Solid Waste Operator II	Skilled	Solid Waste Operations Supervisor	NA	Maintains and operates baler facility and landfill, which includes: separating materials from waste stream; clearing, maintaining and repairing baler facility equipment; installing and maintaining facility and landfill signs; maintaining baler facility and landfill; transporting, stacking and cover bales from facility to lined cells; operating scale and computer to produce customer tickets; and, performing related activities.	High School Diploma or GED and 2 years of related landfill or solid waste facility operations experience. Requires a Class A CDL.
67	IT Supervisor	Supervisory	IT Director/Supervisor	Paraprofessional and Professional IT staff	Supervises and coordinates IT activities for the organization; develops, maintains and evaluates computing policies and procedures; manages technical resources; participates in budget development and monitoring.	Bachelor's Degree in Computer Science or related field and 5 years of progressively responsible IT experience, including prior supervisory experience.

Benchmark No.	Benchmark Title	Level	Reports to	Supervises	Summary	Qualifications
68	Landfill Supervisor	Supervisory	Solid Waste Director	Landfill Operations Staff	Operates and maintains solid waste baling and landfill facility in accordance with applicable regulations; assists in preparing and overseeing budgets; supervises landfill staff.	High School Diploma or GED and 4 years of related experience, including prior supervisory experience.
69	Maintenance Coordinator	Supervisory	Maintenance Director	NA	Supervises vehicle and equipment maintenance division and participates in implementing vehicle and equipment maintenance and repair activities. Coordinates and schedules repairs for vehicles and equipment; oversees inventory and purchasing activities for the division; supervises maintenance staff.	High School Diploma or GED and 5 years of related experience, including 3 years of prior supervisory experience. Requires Class A CDL.
70	Police Sergeant	Supervisory	Police Lieutenant	Police Officers	Performs supervisory and general duty law enforcement work directing the operations of an assigned unit in the Police Department, including: scheduling work assignments; offering advice and assistance to subordinate Police Officers or Detectives as problems arise; supervising and evaluating subordinates to ensure that law enforcement work meets accepted standards.	Associate's degree from an accredited college and at least 3 years as a Senior Police Officer.
71	Public Safety Dispatch Shift Supervisor	Supervisory	Police Lieutenant	Public Safety Dispatchers	Supervises Public Safety Dispatchers and ensures compliance with applicable standard operating procedures. Participates in providing public safety dispatch services as needed.	High School Diploma or GED and 6 years of public safety dispatching experience, including prior supervisory experience.
72	Fire Captain	Supervisory	Fire Chief	Firefighters	Supervises firefighter staff and station activities on an assigned shift at multiple station locations. Performs and supervises emergency procedures to preserve and maintain life and property.	High School Diploma or GED, supplemented with college level courses in fire science, and 2 years of firefighting/EMS experience, including 3 years as a Fire Engineer. Requires EMT III ACLS Certification.
73	Maintenance Foreman	Supervisory	Maintenance Director	Maintenance Staff	Supervises and coordinates employees engaged in maintaining buildings and grounds; participates in the maintenance and repair of physical structures; analyzes projects for costs and savings; assists in contract administration.	High School Diploma or GED and 8 years of progressively responsible construction/maintenance experience, including 4 years of supervisory experience.



Fox Lawson & Associates  
a Division of Gallagher Benefit Services, Inc.  
*Compensation and Human Resources Specialists*

# Kenai Peninsula Borough

## 2013 Compensation Study Overview

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October 8, 2013



Gallagher Benefit Services, Inc.  
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- Study Background
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# 2013 KPB Salary Survey

- In FY13, the Kenai Peninsula Borough commissioned a salary study with Fox Lawson, reviewing 55 positions against the public market value.
- The results in this summary reflect averages for those positions where at least five of the twenty data points offered comparative information. The sources of the comparatives are not identified.
- Salary data was requested from participants by Fox Lawson in January of 2013.
- The following review is a detailed summary of the findings of this salary study.

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# Survey Methodology – Benchmark Jobs

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Benchmark ID	Benchmark Title
1	Human Resources Administrative Specialist
2	Assessment Clerk
3	Finance Director
4	Assessor
5	Fire Chief
6	Planning Director
7	Accounting Technician
8	Custodian
9	Landfill Operator
10	Vehicle Equipment Mechanic
11	Maintenance Mechanic
12	Records Technician
13	Public Safety Dispatcher
14	Lifeguard
16	PC Technician
17	Water Operator II
18	Planner
19	Heavy Equipment Mechanic
20	Electrician
21	Carpenter*
22	System Analyst
23	Plumber
24	Painter
25	Senior Appraiser
26	Fire Engineer

Benchmark ID	Benchmark Title
27	Lead Maintenance Mechanic
28	Controller
29	Municipal Clerk^
30	Environmental Specialist/Manager
32	Risk Manager
33	Recreation Director
34	Safety Manager
35	Water Resource Manager
36	Appraiser
37	Firefighter
38	GIS Technician
39	Deputy Clerk
40	Senior Accounting Technician
41	Accountant
42	GIS Analyst/Manager
43	Network Administrator
44	Resource Land Management Officer
45	Recreation Program Coordinator
47	Code Enforcement Officer
49	Solid Waste Operator II
50	IT Supervisor/Manager
52	Public Safety Dispatch Shift Supervisor
53	Fire Captain
54	Maintenance Foreman
55	Administrative Assistant **

\*No KPB Employees at time of analysis

^No KPB formal salary ranges

\*\*Data in report representative of 3 different levels (grades L-N)

Orange: Confidential

Blue: Classified

Green: Administrative

# Survey Methodology – Benchmark Jobs

The following benchmark positions did not have enough survey responses in order to perform analysis of competitive position:

Benchmark Title
Capital Projects Administrator
Energy Systems Mechanic
Fire Marshal
Landfill Supervisor
Solid Waste Director

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# Survey Methodology: Survey Participants

- Developed a survey questionnaire to collect salary and benefits data. Questions in the survey were posed in a fashion that were standard and easy for participants to answer, as well as being easy to quantify and analyze.
- The survey results represent data from the following organizations:

## Participating Organizations

City of Edmonds, WA  
City of Fairbanks, AK  
City of Homer, AK  
City of Juneau, AK  
City of Kenai, AK  
City of Ketchikan, AK  
City of Kodiak, AK  
City of Unalaska, AK  
Fairbanks North Star Borough, AK  
Ketchikan Gateway Borough, AK  
Kodiak Island Borough School District, AK  
Kodiak Island Borough, AK

## Information Data-Mined Utilizing AML Survey

Matanuska-Susitna Borough, AK  
City of Nome, AK  
North Slope Borough, AK  
City of Sitka, AK  
City of Valdez, AK

## Published Survey Sources

Alaska Municipal League Survey  
Department of Labor, State of Alaska  
Economic Research Institute

# Salary Comparison Ratings

The following guidelines are used when determining the competitive nature of current compensation:

- +/-5% = Highly Competitive
- +/-10% = Competitive
- +/-10-15% = Possible misalignment with market
- >15% = Significant misalignment with market

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# Summary of Salary Data Comparisons

**KEY MEASURES:** Overall, current midpoints of all positions, excluding Sworn Fire, are **highly competitive** with the 50<sup>th</sup> percentile of actual salaries within the defined labor market 3.0% above the market 50<sup>th</sup>) for all classifications combined.

- Union positions lead the market by 3.6%
- Administrative positions lead the market by 2.1%

- Current actual rates of pay compared to market actual rates of pay are highly competitive, leading the market by 1.6%.
- Individual comparisons vary.
- Longevity, performance and hiring conditions may explain some differences in actual salary.

The following guidelines are used when determining the competitive nature of current compensation:

- +/-5% = Highly Competitive
- +/-10% = Competitive
- +/-10-15% = Possible misalignment with market
- >15% = Significant misalignment with market

# Summary of Salary Data Comparisons: Overview

- On an overall basis of all benchmark jobs combined, excluding Sworn Fire, the amount that the Borough is above or below the market for base pay is shown in the table below:
  - The 50<sup>th</sup> percentile of market data was used as the comparison point with the midpoint of the current pay ranges for benchmark classes, as this is where the Borough identified its targeted pay

Group	Salary Range Comparisons			Market Actual Salaries vs KPB Actual Salary	Market Actual Salaries vs KPB Range MidPoint
	Range Minimum	Range MidPoint	Range Maximum		
Union	10.4%	6.1%	2.9%	1.0%	3.6%
Administrative	7.8%	5.9%	0.8%	2.3%	2.1%
Combined	9.3%	6.1%	2.0%	1.6%	3.0%

- Some benchmark jobs are further above and some further below the market median.

The following guidelines are used when determining the competitive nature of current compensation:

- +/-5% = Highly Competitive
- +/-10% = Competitive
- +/-10-15% = Possible misalignment with market
- >15% = Significant misalignment with market

# Summary of Salary Data Comparisons

**KEY MEASURES:** Overall, current range midpoints of **Sworn Fire** positions are **highly competitive** with the 50<sup>th</sup> percentile of the market actual salaries (4.4% above the market 50<sup>th</sup>) for all classifications combined.

- Current actual rates of pay compared to market actual rates of pay are competitive, leading the market by 7.1%. Individual comparisons vary.
- Longevity and hiring conditions may explain some differences in actual salary.
- Reported salaries do not include additional pay for certifications or overtime.
  - On an aggregate basis, Sworn Fire pay ranges and actual salaries lead the market, as shown in the table below:

Group	Salary Range Comparisons			Market Actual Base Salaries vs KPB Actual Base Salary	Market Actual Salaries vs KPB Range Midpoint
	Range Minimum	Range MidPoint	Range Maximum		
Fire	6.4%	7.5%	3.9%	7.1%	4.4%

The following guidelines are used when determining the competitive nature of current compensation:

- +/-5% = Highly Competitive
- +/-10% = Competitive
- +/-10-15% = Possible misalignment with market
- >15% = Significant misalignment with market

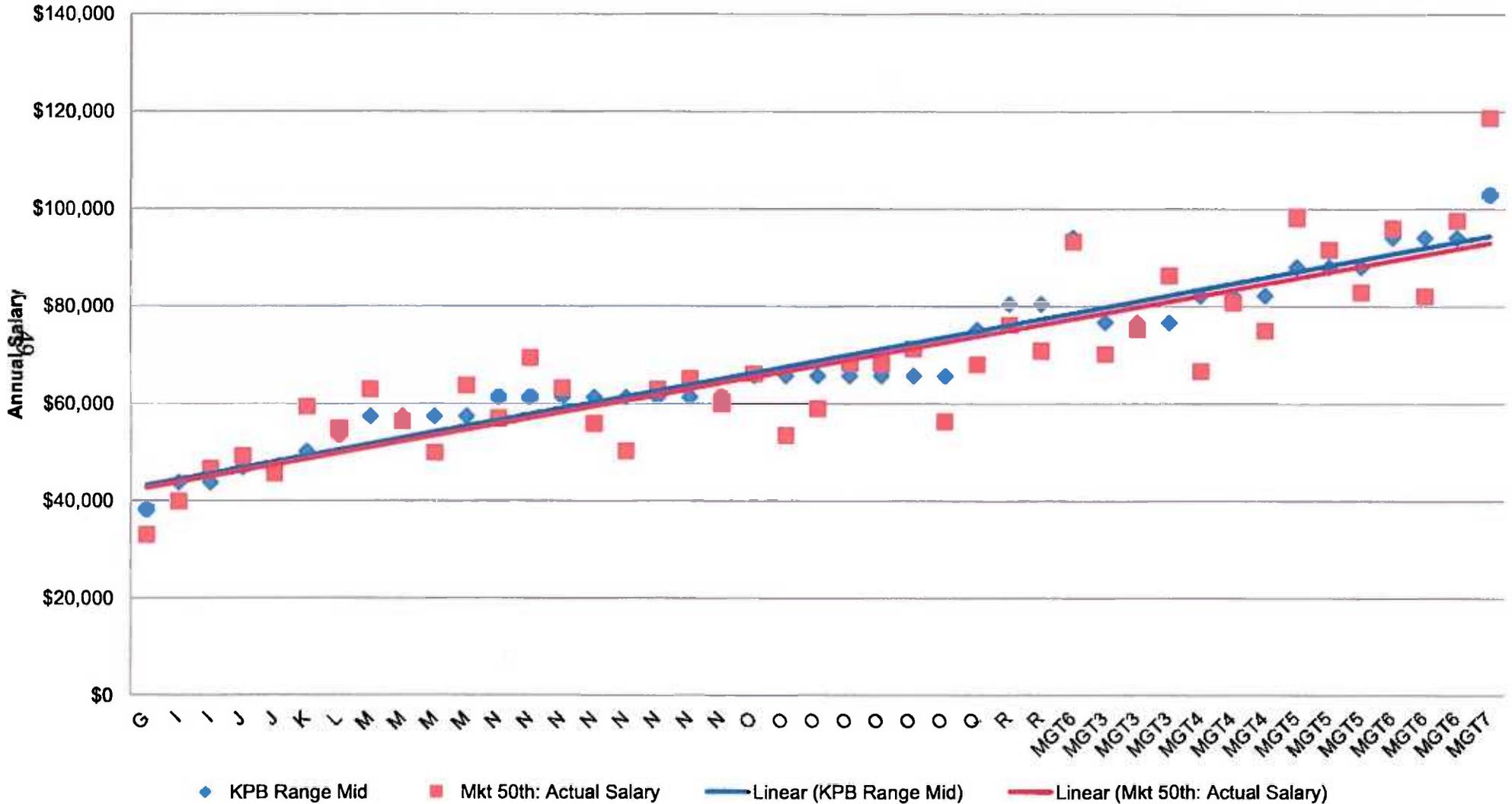
# Summary of Salary Data Comparisons

- Graphical representations of benchmark position current salaries compared to market are shown on the following page and reflect how the Borough's salaries compare to the market utilizing a statistical procedure called regression analysis.
- Regression analysis was utilized to blend market data with internal equity.
  - Regression trend line was used as an anchor for salary ranges and represents the “best fit,” taking into account market parity and internal equity.

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# Summary of Salary Data Comparisons

Kenai Peninsula Borough  
 KPB Range MidPoints vs Market Actual Salaries (50th Percentile)



# Examples of Salary Data Comparisons: Union

Benchmark Title	Borough Actual Base	Market Actual Base Pay	Difference	Borough Current Range Midpoint	Market Actual Base Pay	Difference
<b>Accountant</b>	\$79,258	\$69,231	12.7%	\$75,161	\$69,231	7.9%
<b>Accounting Technician</b>	\$43,828	\$48,875	-11.5%	\$46,810	\$48,875	-4.4%
<b>Senior Accounting Technician</b>	\$48,849	\$59,356	-21.5%	\$50,086	\$59,356	-18.5%
In Accounting, most positions are competitive, however some positions at the mid-level may need to be re-evaluated to remain competitive in the market.						
<b>Assessment Clerk</b>	\$48,191	\$44,872	6.9%	\$46,810	\$44,872	4.1%
<b>Code Enforcement Officer</b>	\$56,048	\$66,698	-19.0%	\$65,645	\$66,698	-1.6%
<b>Senior Appraiser</b>	\$65,292	\$69,621	-6.6%	\$65,645	\$69,621	-6.1%
Positions in Planning and Assessing are very competitive with the market, considering all factors.						
<b>Custodian</b>	\$48,406	\$38,832	19.8%	\$43,742	\$38,832	11.2%
<b>Electrician</b>	\$59,564	\$67,497	-13.3%	\$61,360	\$67,497	-10.0%
<b>Heavy Equipment Mechanic</b>	\$58,599	\$62,829	-7.2%	\$61,360	\$62,829	-2.4%
<b>Painter</b>	\$59,269	\$51,844	12.5%	\$61,360	\$51,844	15.5%
<b>Plumber</b>	\$62,701	\$62,149	0.9%	\$61,360	\$62,149	-1.3%
Although largely competitive, there are some opportunities in specialized trades. In some cases, longevity in a position may cause extreme deviation from borough actual to market actual (such as Custodian – previously with 20+ years tenure). Some trades may need to be assessed for grading matches (Painter, Electrician, Custodian.)						
<b>Public Safety Dispatch Shift Supervisor</b>	\$61,472	\$66,896	-8.8%	\$65,645	\$66,896	-1.9%
<b>Public Safety Dispatcher</b>	\$52,687	\$50,624	3.9%	\$57,346	\$50,624	11.7%
Positions in Public Safety Dispatch are generally on the high end of 'competitive'.						
<b>Human Resources Administrative Specialist</b>	\$67,869	\$53,945	20.5%	\$65,645	\$53,945	17.8%
<b>Network Administrator</b>	\$72,537	\$73,023	-0.7%	\$80,413	\$73,023	9.2%
Most support roles are competitive. Some roles may need to be assessed for market competitiveness (Human Resources Specialist).						
<b>Landfill Operator</b>	\$52,376	\$54,307	-3.7%	\$57,346	\$54,307	5.3%
<b>Solid Waste Operator II</b>	\$59,813	\$63,378	-6.0%	\$61,360	\$63,378	-3.3%
Positions in Solid Waste are generally very competitive.						

# Examples of Salary Data Comparisons: Administrative

Benchmark Title	Borough Actual Base Pay	Market Actual Base Pay	Difference	Borough Current Range Midpoint	Market Actual Base Pay	Difference
<b>Finance Director</b>	\$112,895	\$112,718	0.2%	\$102,899	\$112,718	-9.5%
<b>Controller</b>	\$88,102	\$94,211	-6.9%	\$87,974	\$94,211	-7.1%
<b>Risk Manager</b>	\$85,890	\$79,697	7.2%	\$87,974	\$79,697	9.4%
Administrative positions in and under Finance are largely competitive.						
<b>Municipal Clerk</b>	\$99,195	\$85,601	13.7%	NA	\$85,601	NA
<b>Deputy Clerk</b>	\$69,300	\$58,997	14.9%	\$78,606	\$58,997	25%
Although the Clerk position is not graded, Administrative positions within the Clerk's office show a significant difference from the market data.						
<b>Fire Chief</b>	\$92,804	\$91,227	1.7%	\$94,117	\$91,227	3.1%
As with sworn fire positions, the Borough Fire Chief administrative roles are very competitive with the market.						
<b>IT Supervisor / Manager</b>	\$99,349	\$83,667	15.8%	\$94,117	\$83,667	11.1%
Although the market range for this position shows a significant difference, it was compared to the KPB IT Director as the closest comparator and may have additional different levels of responsibility.						
<b>Planning Director</b>	\$96,777	\$99,625	-2.9%	\$94,117	\$99,625	-5.9%
<b>Recreation Director</b>	\$81,156	\$91,794	-13.1%	\$87,974	\$91,794	-4.3%
<b>Environmental Specialist/Manager</b>	\$80,950	\$60,377	25.4%	\$82,166	\$60,377	26.5%
Most specialty roles reflect very competitively to the market, however, some positions show large differences and may indicate a need for regrading or other adjustments.						

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# Salary Data Recommendations

- In aggregate, salaries are very competitive with the market.
- The Borough should review the individual jobs, specifically those where a greater than 15% difference from the market exists, to determine if any further changes in grade and/or salary level are warranted for a particular job given that we may not be aware of all the internal factors affecting placement.

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# Administrative Recommendations

- **Salary Structure Review/Updates**

- **Annual Updates**

- In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure should be reviewed annually. Salary structures should be reviewed against the market to determine when adjustment is necessary. When changed, it is recommended that the respective starting rates and maximums be increased by a **percentage** that reflects the market trends and the Borough's hiring experience.

- **Long-Term Updates**

- The Borough should reevaluate its overall structure at regular intervals (e.g., 2 to 3 years depending upon market movements) to ensure that its salary levels are consistent with the marketplace.
    - This may involve conducting a market salary study, such as was conducted here, (depending on the economy) to make sure that the Borough's pay scales and employee salaries remain competitive.

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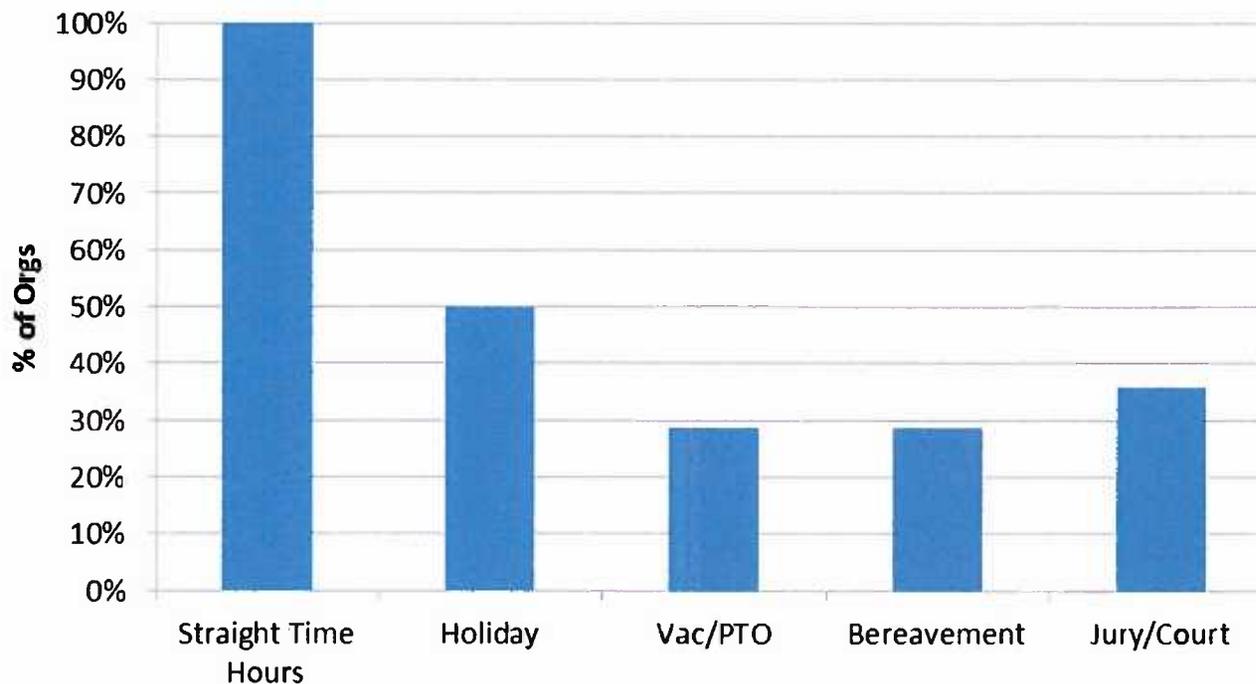
# Benefits: Summary

- From an aggregate perspective, the Borough's benefit program offerings and expenditures are competitive with the comparator market.
- Due to the competitiveness of existing benefits programs, no significant changes are recommended to the benefits programs provided by the Borough at this time.

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# Summary of Pay Practices: Overtime Pay

**Pay Types Captured in Hours Worked for Overtime Pay Calculation**



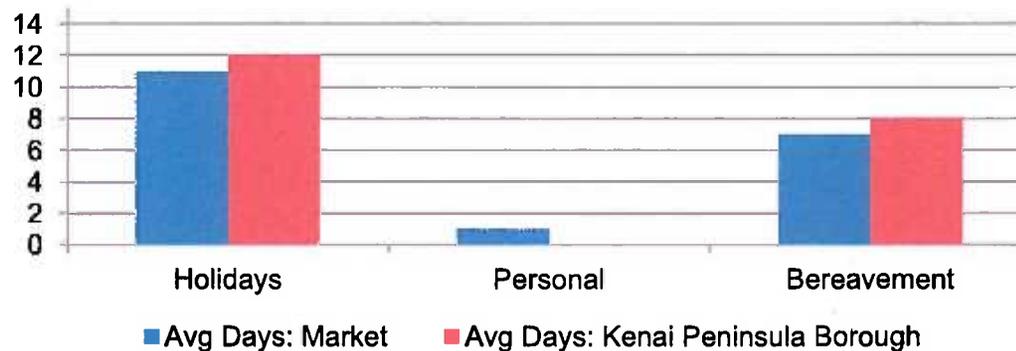
- Data provided by 14 organizations.
- At the time of this survey, the Borough included only Straight Time hours only in its overtime pay calculation.
- 13 organizations apply overtime based on daily hours worked.
- 11 organizations apply overtime based on weekly hours worked.
- 1 organization applies overtime based on a 9 day/80 hour work schedule.

# Benefits: Paid Leave

- The Kenai Peninsula Borough's holiday leave program leads the comparator market by 1 day;
- The Kenai Peninsula Borough lags the market by 1 day with respect to personal leave, making the overall holiday/personal leave benefit below the market;
- The Kenai Peninsula Borough provides up to 8 bereavement days; the market which provides for an average of 7 days.
- Overall, the holiday, personal & bereavement leave offered by the Borough is in line with the comparator market.

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## Holiday, Personal & Bereavement Leave

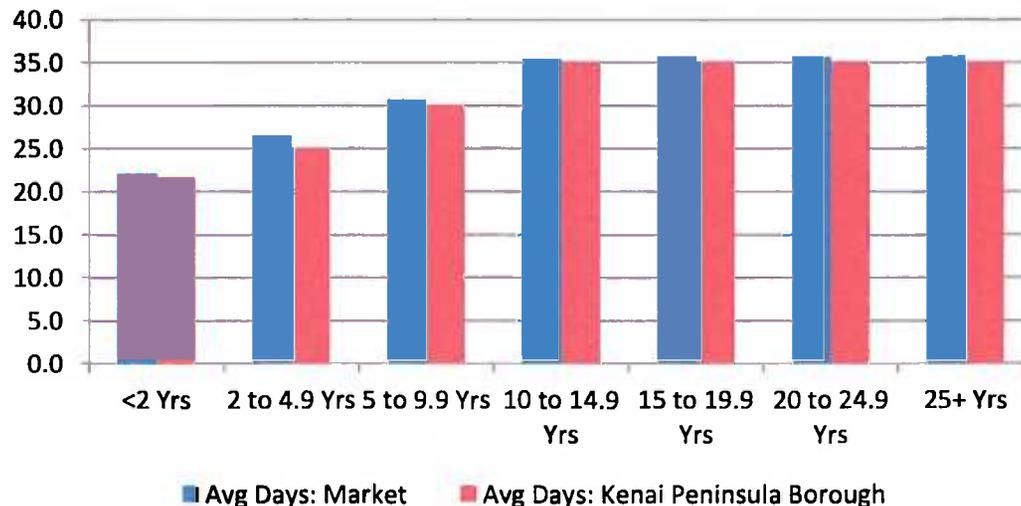


\*An additional holiday may be granted to employees when Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday

# Benefits: Paid Leave\*

- Seven of the surveyed organizations (54%) provide for a PTO bank, consisting of vacation and sick leave\*\*;
- PTO programs are more prevalent among the comparator organizations than separate sick/vacation programs;
- The Kenai Peninsula Borough lags the comparator market by approximately 2% for PTO benefits.

Combined PTO\*



\*11 organizations reporting data

\*\*Combined PTO for the comparator market includes vacation and sick leave, with the exception of 1 organization which includes holiday, personal and bereavement in the PTO accrual.

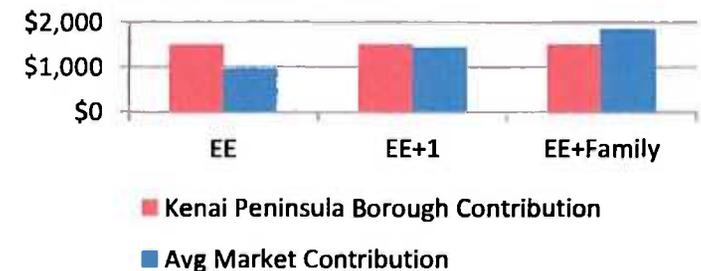
# Benefits: Health & Dental Premiums

- The Borough's premiums are on average 3% less than the average monthly premiums of the comparator organizations (based on FY 2013 information);
- In FY 2013, the Borough contributed 95% of the monthly premium and the market average contribution of the comparator organizations was 87% of monthly premiums;
- Borough employees contribute 65% less than the average employee contribution for dental insurance than the comparator organizations.

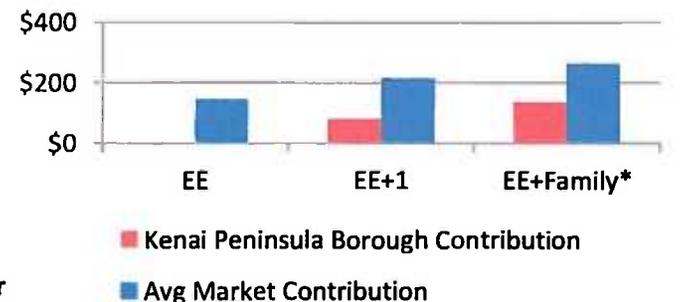
**Medical & Dental: Total Monthly Premiums**



**Medical & Dental: Employer Monthly Contributions**



**Medical & Dental: Employee Monthly Contributions\*\***



\*The Employee Monthly Contribution for Employee + Family coverage and Total Monthly Premiums for the Borough is based on Employee + Spouse + 2 Children.

\*\*Administrative employees contribute \$50/month to EE only coverage; Union EEs have no contribution to EE only coverage.

# Benefits: Basic Life Insurance Coverage

- The Kenai Peninsula Borough provides employees with “1X annual salary” worth of employer-paid basic life insurance coverage;
- Comparator organizations, on average, provide \$39,000 worth of basic life coverage.

# Compensation Review:

## Next Steps



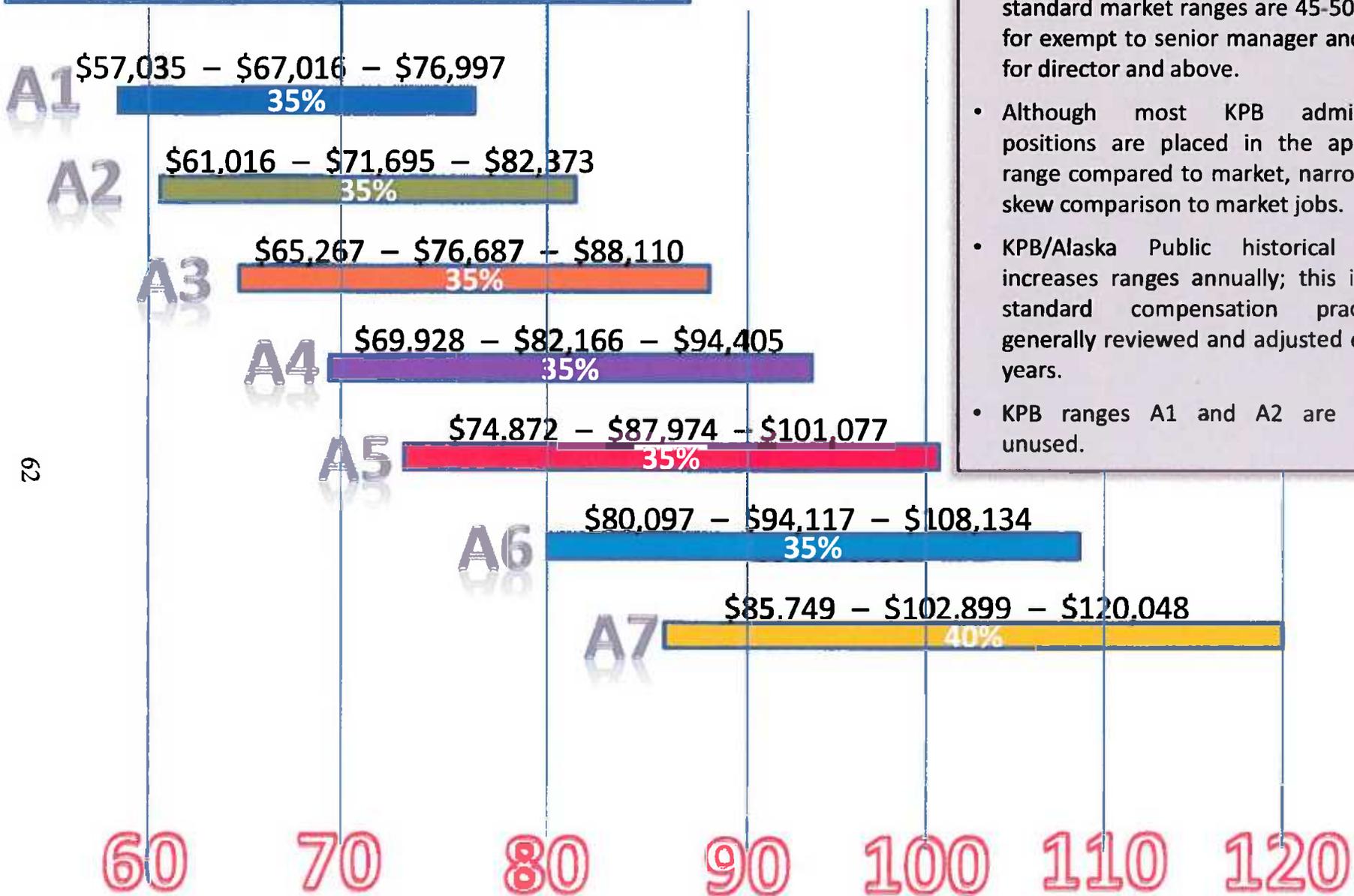
KPB HR / October 2013

# Three Issues to Address

1. Make recommended changes to the Administrative Salary Ranges.
2. Complete the FY14 Administrative Pay changes.
3. Prepare for any needed adjustments to grade or pay as recommended by the salary study and additional review (Classified and Administrative).



# FY 2013 Administrative Salary Ranges



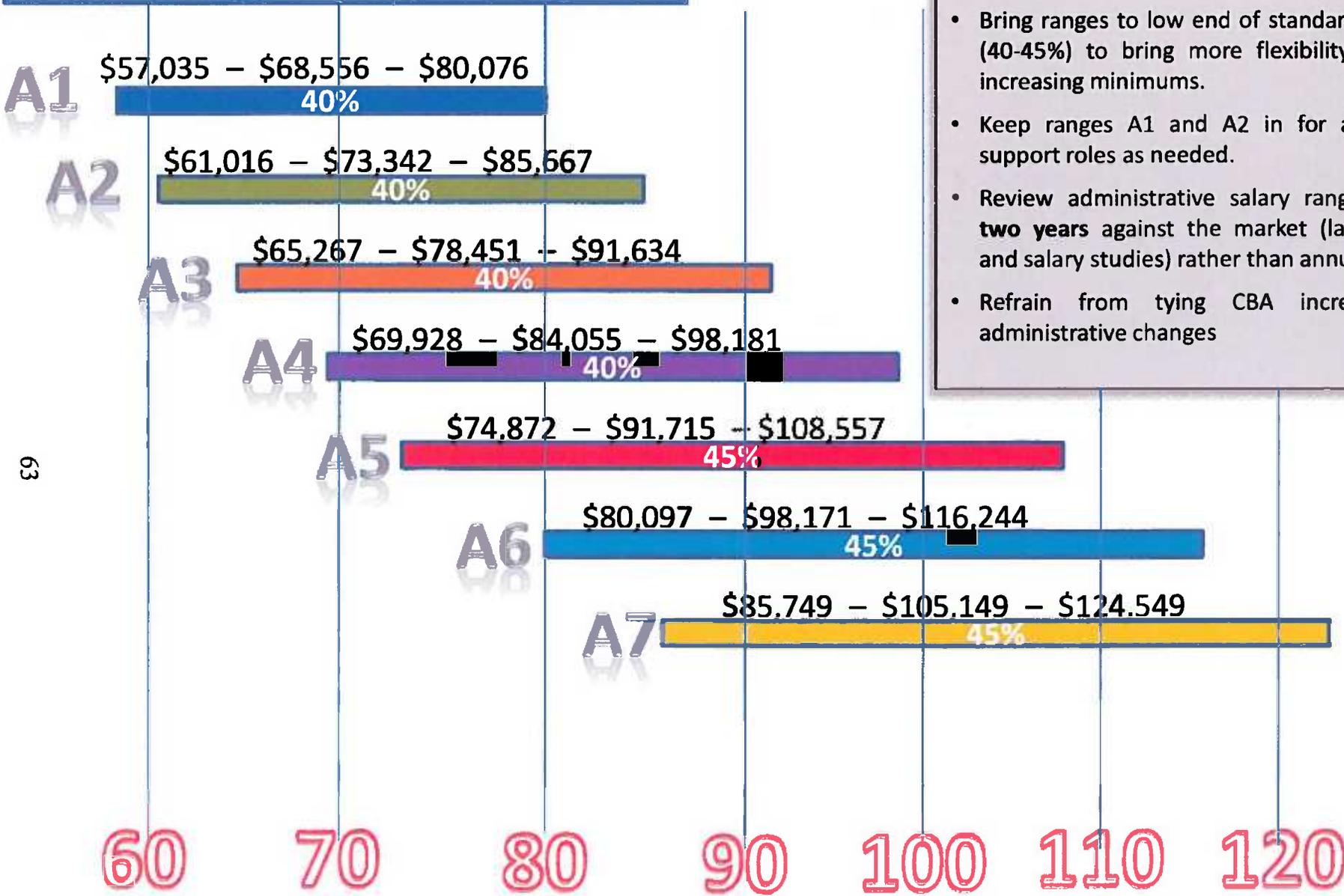
**Notes:**

- Salary ranges are unusually narrow; standard market ranges are 45-50% spread for exempt to senior manager and 50-60% for director and above.
- Although most KPB administrative positions are placed in the appropriate range compared to market, narrow ranges skew comparison to market jobs.
- KPB/Alaska Public historical practice increases ranges annually; this is a non-standard compensation practice – generally reviewed and adjusted every 2-3 years.
- KPB ranges A1 and A2 are currently unused.

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# FY 2014-5 Recommended Salary Ranges



### Notes:

- Bring ranges to low end of standard spread (40-45%) to bring more flexibility without increasing minimums.
- Keep ranges A1 and A2 in for additional support roles as needed.
- Review administrative salary ranges **every two years** against the market (labor rates and salary studies) rather than annually.
- Refrain from tying CBA increases to administrative changes

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# Administrative Pay Changes

*FY 2014: Two steps*

- **Overall COLA-driven increase for Administrative Employees includes:**
  - \$600 lump sum in July 2013
  - Annual increase for cost of living (COLA) in October 2013.
- **Merit-based increases for significant performance:**
  - Remaining pool (2.5% budget less above-noted)
  - Discretionary, based on Department input and calibration process, approved by the Mayor

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## Next steps for reviewing **Classified, Confidential and Administrative Roles:**

- Twenty-nine classified and/or confidential positions at the borough were measured as part of the 2013 salary survey. Fifteen administrative positions were measured.
- Overall, the pay in classified and confidential positions leads the market by 3.6%, which is considered “highly competitive” (+/-5%). In administrative positions, the pay leads the market by 2.1%, which is also considered “highly competitive.”
- Despite the close comparison to market pay, there are a few positions in each area which may need to be individually adjusted to ensure market viability.
- There also may be some positions which need to be reviewed for proper grading.

**The Administration will review variances and opportunities in the coming months and will devise a strategy to address them.**



# APPENDIX

# Summary of Salary Data Comparisons

Union:

Benchmark Title	Borough Actual Base Pay	Market Actual Base Pay	Difference	Borough Current Range Midpoint	Market Actual Base Pay	Difference
Accountant	\$79,258	\$69,231	12.7%	\$75,161	\$69,231	7.9%
Accounting Technician	\$43,828	\$48,875	-11.5%	\$46,810	\$48,875	-4.4%
Administrative Assistant	\$53,959*	\$46,310	14.2%	\$55,952*	\$46,310	17.2%
Appraiser	\$55,490	\$56,633	-2.1%	\$61,360	\$56,633	7.7%
Assessment Clerk	\$48,191	\$44,872	6.9%	\$46,810	\$44,872	4.1%
Code Enforcement Officer	\$56,048	\$66,698	-19.0%	\$65,645	\$66,698	-1.6%
Custodian	\$48,406	\$38,832	19.8%	\$43,742	\$38,832	11.2%
Electrician	\$59,564	\$67,497	-13.3%	\$61,360	\$67,497	-10.0%
GIS Technician	\$54,776	\$60,926	-11.2%	\$57,346	\$60,926	-6.2%
Heavy Equipment Mechanic	\$58,599	\$62,829	-7.2%	\$61,360	\$62,829	-2.4%
Human Resources Administrative Specialist	\$67,869	\$53,945	20.5%	\$65,645	\$53,945	17.8%
Landfill Operator	\$52,376	\$54,307	-3.7%	\$57,346	\$54,307	5.3%
Lead Maintenance Mechanic	\$74,637	\$54,970	26.3%	\$65,645	\$54,970	16.3%
Lifeguard	\$28,475	\$33,767	-18.6%	\$38,210	\$33,767	11.6%
Maintenance Mechanic	\$61,054	\$56,014	8.3%	\$61,360	\$56,014	8.7%
Network Administrator	\$72,537	\$73,023	-0.7%	\$80,413	\$73,023	9.2%
Painter	\$59,269	\$51,844	12.5%	\$61,360	\$51,844	15.5%
PC Technician	\$50,179	\$52,689	-5.0%	\$53,591	\$52,689	1.7%
Planner	\$62,889	\$62,290	1.0%	\$65,645	\$62,290	5.1%
Plumber	\$62,701	\$62,149	0.9%	\$61,360	\$62,149	-1.3%
Public Safety Dispatch Shift Supervisor	\$61,472	\$66,896	-8.8%	\$65,645	\$66,896	-1.9%
Public Safety Dispatcher	\$52,687	\$50,624	3.9%	\$57,346	\$50,624	11.7%
Records Technician	\$46,484	\$42,191	9.2%	\$43,742	\$42,191	3.5%
Recreation Program Coordinator	\$54,766	\$63,042	-15.1%	\$57,346	\$63,042	-9.9%
Senior Accounting Technician	\$48,849	\$59,356	-21.5%	\$50,086	\$59,356	-18.5%
Senior Appraiser	\$65,292	\$69,621	-6.6%	\$65,645	\$69,621	-6.1%
Solid Waste Operator II	\$59,813	\$63,378	-6.0%	\$61,360	\$63,378	-3.3%
System Analyst	\$82,051	\$74,454	9.3%	\$80,413	\$74,454	7.4%
Vehicle Equipment Mechanic	\$64,505	\$53,989	16.3%	\$65,645	\$53,989	17.8%

\*Average of 3 levels of Administrative Assistant for the Borough

# Summary of Salary Data Comparisons

## Administrative:

Benchmark Title	Borough Actual Base Pay	Market Actual Base Pay	Difference	Borough Current Range Midpoint	Market Actual Base Pay	Difference
Assessor	\$96,968	\$96,342	0.6%	\$94,117	\$96,342	-2.4%
Controller	\$88,102	\$94,211	-6.9%	\$87,974	\$94,211	-7.1%
Deputy Clerk	\$69,300	\$58,997	14.9%	78,606	\$58,997	24.9%
Environmental Specialist	\$80,950	\$60,377	25.4%	\$82,166	\$60,377	26.5%
Finance Director	\$112,895	\$112,718	0.2%	\$102,899	\$112,718	-9.5%
Fire Chief	\$92,804	\$91,227	1.7%	\$94,117	\$91,227	3.1%
GIS Analyst	\$70,700	\$68,788	2.7%	\$76,687	\$68,788	10.3%
IT Supervisor	\$99,349	\$83,667	15.8%	\$94,117	\$83,667	11.1%
Maintenance Foreman	\$78,644	\$75,629	3.8%	\$76,687	\$75,629	1.4%
Municipal Clerk	\$99,195	\$85,601	13.7%	NA	\$76,773	NA
Planning Director	\$96,777	\$99,625	-2.9%	\$94,117	\$99,625	-5.9%
Recreation Director	\$81,156	\$91,794	-13.1%	\$87,974	\$91,794	-4.3%
Resource Land Management Officer	\$81,208	\$75,387	7.2%	\$82,166	\$75,387	8.3%
Risk Manager	\$85,890	\$79,697	7.2%	\$87,974	\$79,697	9.4%
Safety Manager	\$74,800	\$80,663	-7.8%	\$82,166	\$80,663	1.8%
Water Resource Manager	\$82,064	\$84,494	-3.0%	\$76,687	\$84,494	-10.2%

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# Summary of Salary Data Comparisons

## Sworn Fire:

Benchmark Title	Borough Actual Base Pay	Market Actual Base Pay	Difference	Borough Range Midpoint	Market Actual Base Pay	Difference
Firefighter	\$57,851	\$57,553	0.5%	\$60,337	\$57,553	-4.6%
Fire Engineer	\$68,390	\$58,315	14.7%	\$64,544	\$58,315	9.7%
Fire Captain	\$78,419	\$74,196	5.4%	\$73,921	\$74,196	0.01%

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- Skill-based pay increases are common in sworn fire positions, although there is little symmetry in how they are applied.
- Overtime can be a major component of pay in sworn fire positions. Surveyed organizations pay overtime to sworn fire positions between 1.5% and 1.85%. The Borough pays at the high end of overtime rates reported at 1.85%.
- Due to differences in pay structures, skill-based pay additions and overtime rates and frequencies, only base pay is reflected in the survey results.

# Summary of Salary Data Comparisons

- Based on this definition of competitiveness, on an overall basis of all jobs combined, the Borough is **highly competitive** with the market.
- Six (6) individual jobs' actual salaries fall outside of the competitive category:

## Lagging the market:

Benchmark Title	Borough Current Range Midpoint	Market Actual Base Pay	Difference
Senior Accounting Technician	\$50,086	\$59,356	-18.5%

## Leading the market:

Benchmark Title	Borough Current Range Midpoint	Market Actual Base Pay	Difference
Environmental Specialist	\$82,166	\$60,377	26.5%
Human Resources Administrative Specialist	\$65,645	\$53,945	17.8%
Vehicle Equipment Mechanic	\$65,645	\$53,989	17.8%
Administrative Assistant	\$55,952*	\$46,310	17.2%
Lead Maintenance Mechanic	\$65,645	\$54,970	16.3%
Painter	\$61,360	\$51,844	15.5%

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# Summary of Pay Practices: Pay Increases

- The Borough led the comparator market slightly with respect to pay increases for FY 2013 provided to all employee groups.

FY 2012/13 Pay Increases (includes merit, step, and general)			
	Market Avg Pay Increase*	Borough Pay Increase in FY2013*	% of Responding Orgs
Union	2.9%	4.6%**	80%
Administrative	3.0%	2.5% (plus \$1000)	80%

\*Data provided by 15 organizations

\*\*2013 increases for union groups was an anomaly due to large increase in CPI



Fox Lawson & Associates  
a Division of Gallagher Benefit Services, Inc.  
*Compensation and Human Resources Specialists*

## Kodiak Island Borough, AK

### Compensation Study

Final Report  
May 9, 2013



Gallagher Benefit Services, Inc.  
t h i n k i n g   a h e a d

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# Study Background

- **Fox Lawson & Associates was engaged to perform a review of compensation and benefits for the Kodiak Island Borough and make recommendations regarding:**
  - Job structure and individual position allocations;
  - Job evaluation methodology;
  - Current state of compensation and benefits;
  - Market competitiveness of specific employee benchmarks;
  - Benefits and costs associated with recommendations;
  - Implementation and transition options; and,
  - Pay practices, policies and overall compensation program.
- **The major consideration of the Borough is to establish market comparisons to the current range midpoints for existing positions at the Borough to ensure competitiveness in pay.**
- **The following items were provided by the Borough to facilitate the study:**
  - Organization materials;
  - Current job descriptions; and
  - Current compensation and pay structure information for employees.

# Study Background

- **Compensation and classification objectives were identified and include:**
  - Compensation levels reflective of public sector labor markets covering Borough jobs with pay grade midpoints reflective of the 50<sup>th</sup> percentile of the relevant labor markets:
    - All positions compared to similar-sized cities and boroughs throughout Alaska and select cities in the Pacific Northwest, including: Boise, ID; Edmonds, WA; Bellingham, WA; and, Newport, OR;
    - Compensation will be viewed from a total compensation perspective, including base pay, employee benefits and applicable variable compensation.
  - Develop a pay structure where the midpoint is reflective of the defined labor market rates of pay.
  - Classifications will be placed in the salary structure based on their respective DBM rating and market data results.

# Borough Compensation Philosophy

- Broad job classifications will be utilized to facilitate simplification and flexibility.
- Internal equity job evaluation approach (DB<sup>TM</sup>M) consistent with broad class concept.
- A total compensation approach, including benefits, will be taken into consideration.
- Market parity will be assessed at the market 50<sup>th</sup> percentile.

# Summary of Job Analysis

- Existing job descriptions were collected and reviewed.
- Employees completed Position Description Questionnaires (PDQs) to describe the work they are currently performing.
- Occupational panels were facilitated by FLA to obtain employee input.
- A classification structure was developed that consolidated and summarized jobs based on the type and level of work currently performed.
- Job descriptions were developed utilizing information obtained from employee PDQs and the occupational panels.
- Jobs within the proposed structure were evaluated utilizing the Decision Band™ Method (DBM).

# Decision Band™ Method

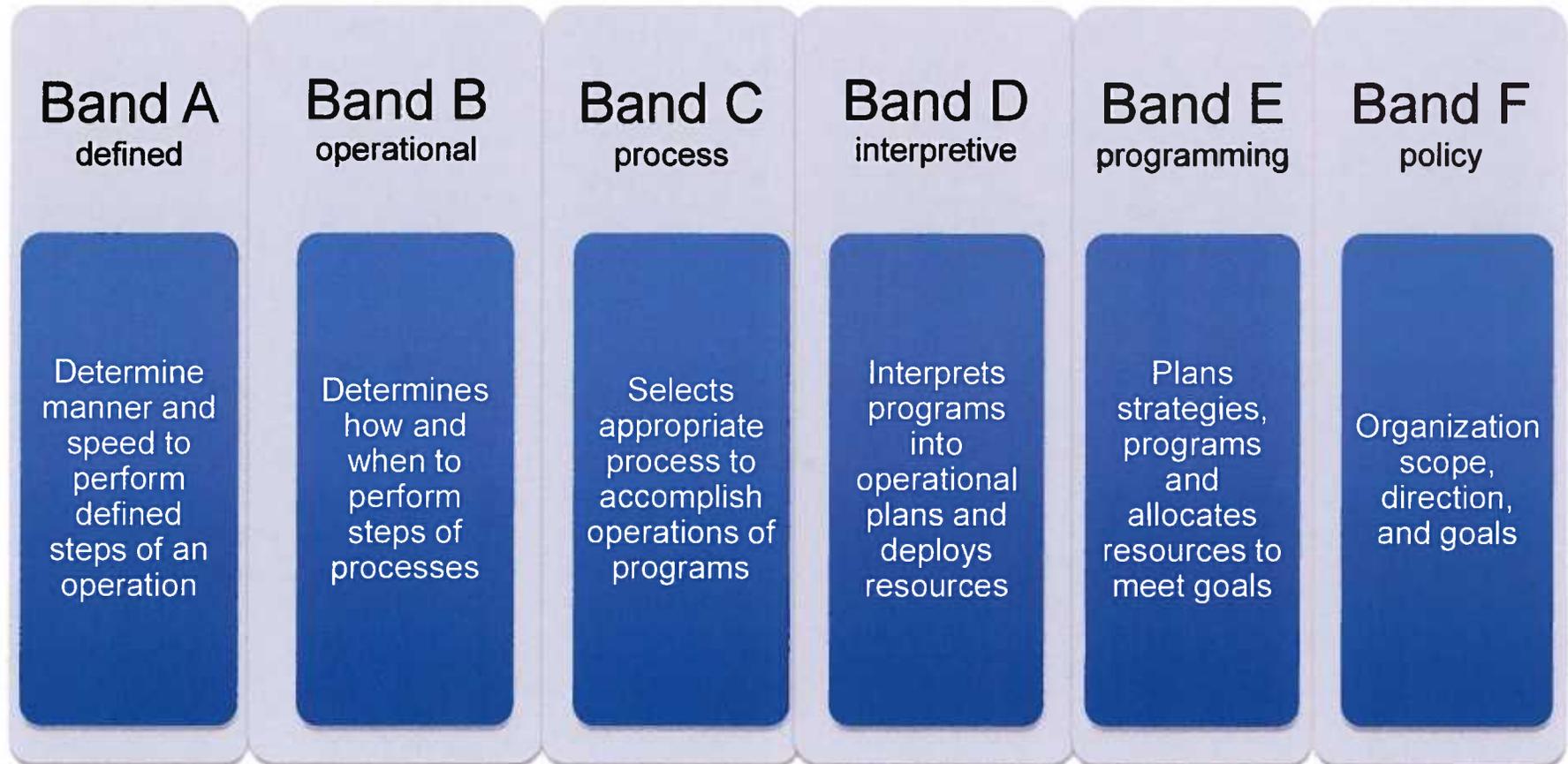
- The value of a job should reflect the importance of the job to the organization.
- The importance of a job is directly related to the decision-making requirements of the job.
- Decision-making is common to all jobs.
- Decision-making is measurable.



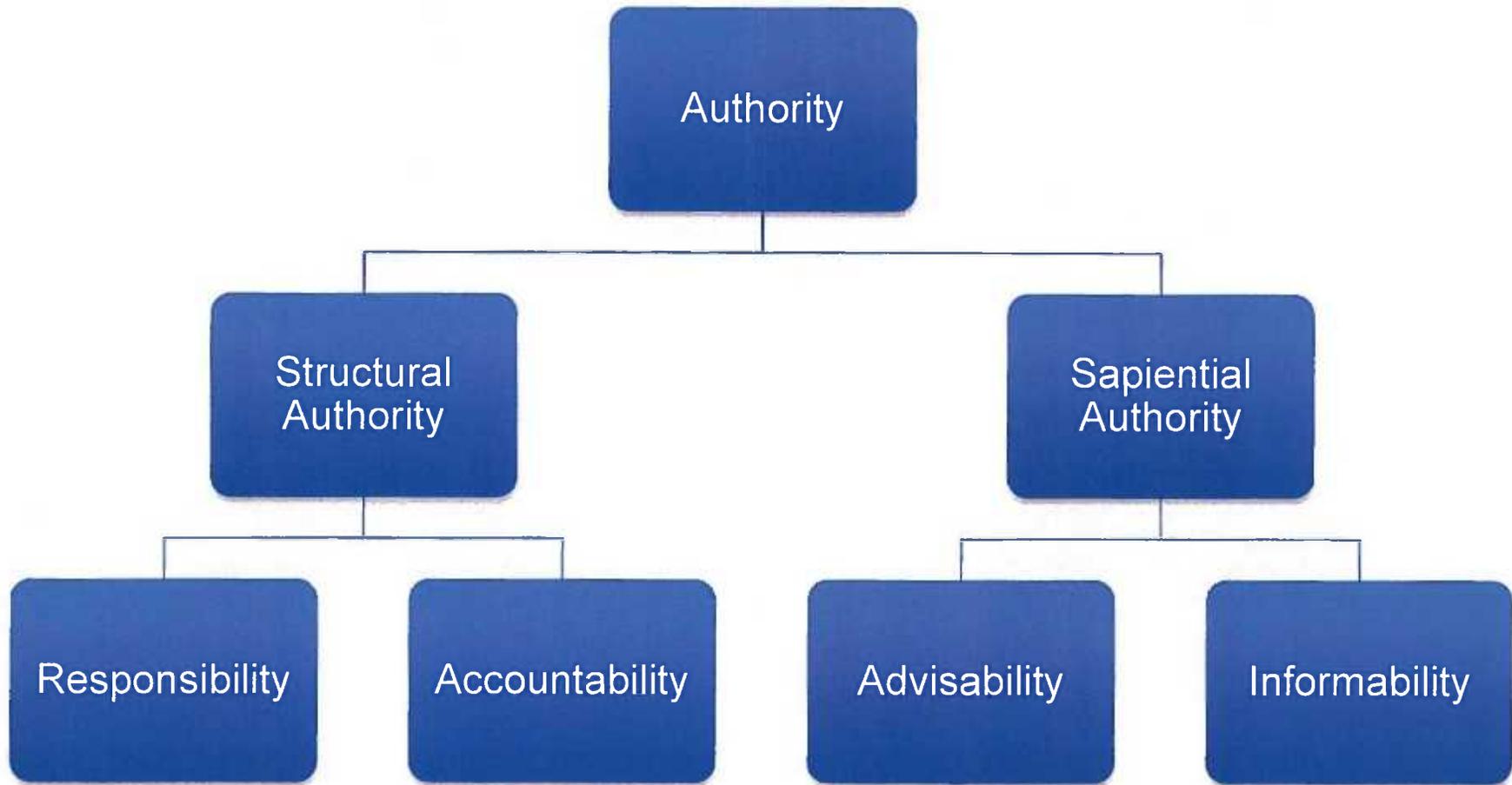
# Decision Band™ Method

- DBM ratings address internal equity and supports development of pay structures.
- Decision bands within DBM include:
  - Band F – Top Level Policy Decisions
  - Band E – Programming Decisions
  - Band D – Interpretive Decisions
  - Band C – Process Decisions
  - Band B – Operational Decisions
  - Band A – Defined Decisions
- Bands are further subdivided into “grades” based on leadership responsibilities and “subgrades” based on areas such as difficulty and complexity.

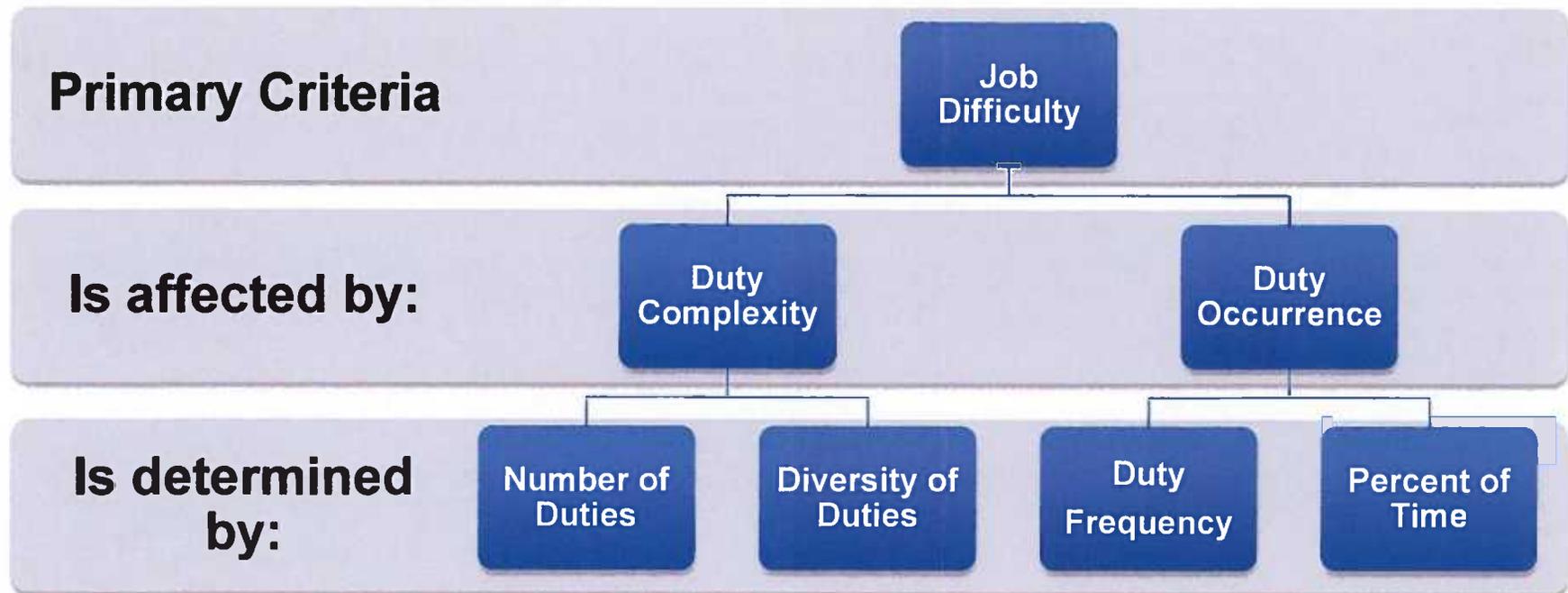
# DBM Step 1 - Bands



# DBM Step 2 - Grade



# DBM Step 3 - Subgrade



# DBM Structure

BAND	GRADE	SUBGRADE
F - Policy	11 – Coordinating/Supervisory	2(5)
		1(4)
	10 - Non-coordinating	3 2 1
E - Programming	9 – Coordinating/Supervisory	2(5)
		1(4)
	8 - Non-coordinating	3 2 1
D - Interpretive	7 – Coordinating/Supervisory	2(5)
		1(4)
	6 - Non-coordinating	3 2 1
C - Process	5 – Coordinating/Supervisory	2(5)
		1(4)
	4 - Non-coordinating	3 2 1
B - Operational	3 – Coordinating/Supervisory	2(5)
		1(4)
	2 - Non-coordinating	3 2 1
A - Defined	1 – Non-coordinating	3
		2 1
	0 - Non-coordinating	3 2 1



# Classification Structure

Classification Structure	Job Classifications	DBM Rating
<b>Administrative Support</b>	Administrative Support Assistant	B21
	Administrative Support Specialist	B23
<b>Appraisal</b>	Appraiser Technician	B21
	Appraiser	C41
<b>Code Enforcement</b>	Code Enforcement Officer	B24
<b>Fiscal</b>	Fiscal Assistant	A12
	Fiscal Technician	B23
	Fiscal Analyst	C42
<b>Information Technology</b>	IT Technician	A13-B22
	IT Analyst	C42
	IT Administrator	C52
<b>Landfill Operations</b>	Baler Operator	B22
	Senior Baler Operator	B23
	Baler Supervisor	B32
<b>Maintenance</b>	Maintenance Specialist	B22-B24
	Maintenance Coordinator	C42
<b>Management Support</b>	Management Analyst	C41-C42
	Management Specialist	C43
<b>Management</b>	Manager	D61
	Director	E81-E83
<b>Planning</b>	Planner	C42
<b>Projects</b>	Projects Assistant	B23
	Projects Inspector	B24
	Projects Manager	C42

# Survey Methodology

- A custom survey was developed in collaboration with the Borough and comparator organizations were identified.
- FLA distributed the custom survey to the comparator organizations.
- FLA followed-up with each organization to encourage participation.
- FLA reviewed and entered the data collected from participants.
- FLA followed-up directly with the participants to clarify and validate missing or questionable information reported.
- FLA asked organizations to make a match for only those jobs that reflected at least 70% of the duties as outlined in the benchmark summaries.
  - If there were any questions in job matching, we reference job descriptions, organizational charts and other information to verify that the match is valid.
- All data are effective December 2012 and reflect an annual basis.
- FLA follows the U.S. Department of Justice and Federal Trade Commission guidelines that state 5 job matches should exist per job in order to conduct statistical analyses or for drawing conclusions.



# Survey Methodology – Benchmark Jobs

Benchmark No.	Benchmark Title
8	Accounting Technician
48	Appraiser Tech
2	Assessment Clerk I
5	Assessor
29	Associate Planner LRP/ENF
10	Baler Operator I
66	Baler Operator II*
68	Solid Waste Baler/Landfill Supervisor*
40	Borough Clerk
63	Code Enforcement Officer
7	Community Development Director
53	Construction Inspector/Engineer
52	Deputy Clerk
41	Environmental Specialist
4	Finance Director
6	Fire Chief
55	General Acct/Revenue Acct
56	GIS Analyst
67	IT Supervisor
69	Maintenance Coordinator
73	Maintenance Engineer
12	Maintenance Mechanic
23	PC Technician II
33	Programmer Analyst
64	Project Manager/Inspector
36	Property Appraiser
60	Resource Management Officer
47	Secretary III

\*Insufficient data collected for position



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# Survey Methodology: Survey Participants

- FLA developed a survey questionnaire to collect salary and benefits data. Questions in the survey were posed in a fashion that were standard and easy for participants to answer, as well as being easy to quantify and analyze.
- The survey results represent data from the following 17 organizations:

## Participating Organizations

City of Edmonds, WA  
City of Fairbanks, AK  
City of Homer, AK  
City of Juneau, AK  
City of Kenai, AK  
City of Ketchikan, AK  
City of Kodiak, AK  
City of Unalaska, AK  
Fairbanks North Star Borough, AK  
Kenai Peninsula Borough, AK  
Ketchikan Gateway Borough, AK  
Kodiak Island Borough School District, AK

## Information Data-Mined Utilizing AML Survey

Matanuska-Susitna Borough, AK  
City of Nome, AK  
North Slope Borough, AK  
City of Sitka, AK  
City of Valdez, AK



# Survey Methodology: Published Data Sources

- The following published survey data was incorporated into the analysis:

Published Survey Sources
Alaska Municipal League Survey
Department of Labor, State of Alaska
Economic Research Institute

# Survey Methodology: Geographic Differentials

- Applying geographic differentials is a sound compensation practice in an effort to arrive at a more precise figure for use in analyzing and setting pay.
- Just as data are trended forward to be effective for a current point in time, data should be adjusted to reflect cost of labor differences between geographic areas.
- Geographic adjustment factors are shown below:

Comparison Locations	Differential	Factor Adjustment
Anchorage, AK	98.96667	<b>1.0104</b>
Barrow, AK	99.45	<b>1.0055</b>
Dutch Harbor, AK	99.7	<b>1.003</b>
Edmonds, WA	101.25	<b>0.9877</b>
Fairbanks, AK	98.88333	<b>1.0113</b>
Homer, AK	98.26667	<b>1.0176</b>
Juneau, AK	95.23333	<b>1.0501</b>
Kenai, AK	98.51667	<b>1.0151</b>
Ketchikan, AK	94.61667	<b>1.0569</b>
Kodiak, AK	100	<b>1</b>
Matanuska-Susitna Borough, AK	103.1667	<b>0.9693</b>
Nome, AK	99.56667	<b>1.0044</b>
Seward, AK	98.21667	<b>1.0182</b>
Sitka, AK	94.78333	<b>1.055</b>
Soldotna, AK	98.21667	<b>1.0182</b>
State of Alaska	98.8833	<b>1.0113</b>
Valdez, AK	98.76667	<b>1.0125</b>

**Base City: Kodiak, AK**

# Survey Methodology: Process

- FLA performed several reviews of the data to identify any extreme data and to ensure validity and reliability of the data.
- Through a statistical analysis, any salary figures that were considered extreme in relation to all other salary figures were excluded.
- Various statistics were calculated (25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>, low, and high) in analyzing the data.
- Once the survey analysis and report was completed, it was submitted internally through our firm's quality control process for review before it was submitted to the Borough.

# Summary of Salary Data Comparisons: Overview

- On an overall basis of all benchmark jobs combined, the amount that the Borough is above or below the market is shown in the table below:
  - The 50<sup>th</sup> percentile of market data was used as the comparison point with the midpoint of the current pay ranges for benchmark classes, as this is where the Borough identified its targeted pay

Salary Range Comparisons			Market Actual Salaries vs KIB Actual Salary	Market Actual Salaries vs KIB Range Midpoint
Range Minimum	Range Midpoint	Range Maximum		
1.93%	0.00%	-3.33%	0.86%	-6.79%

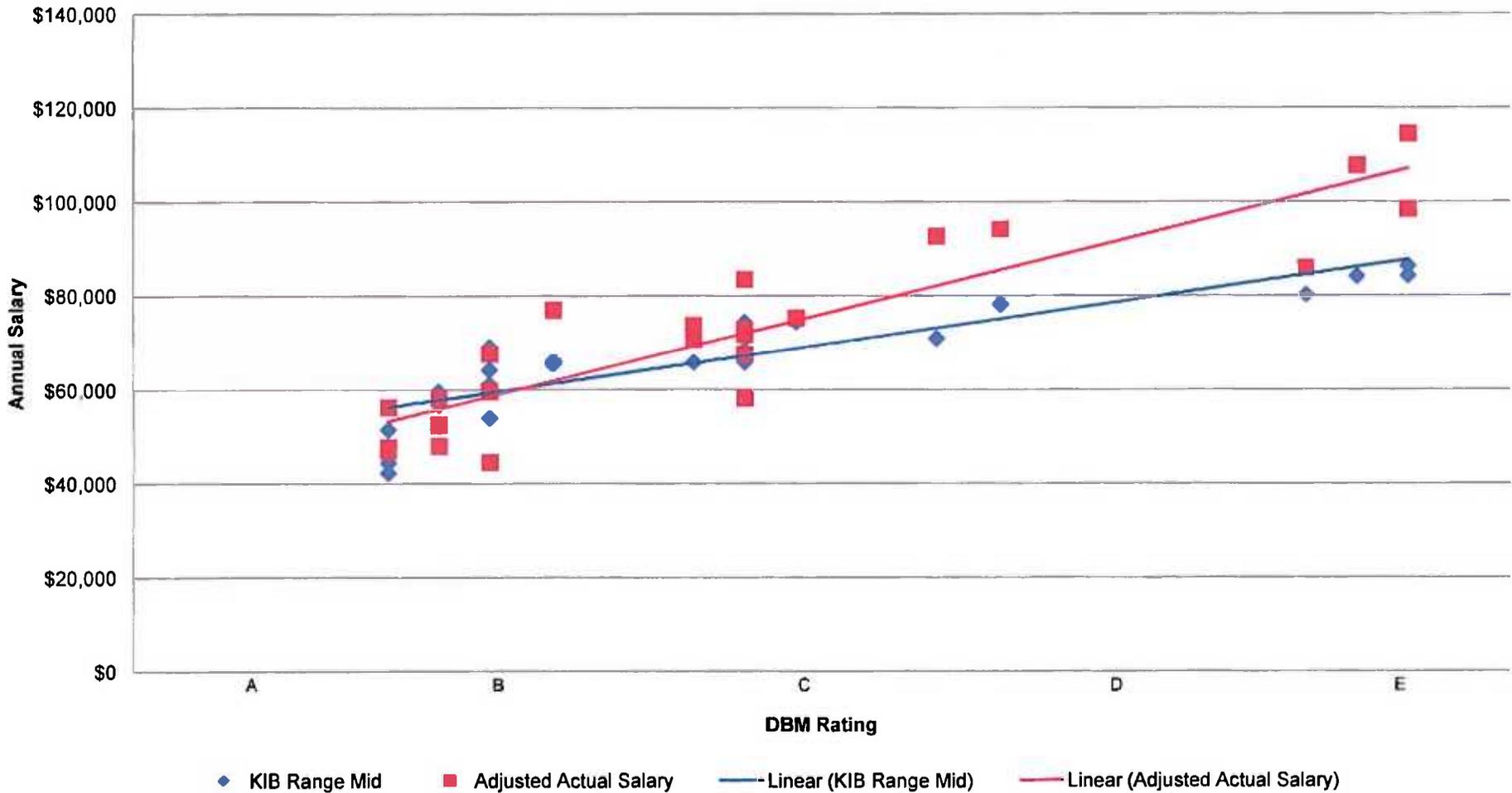
- Some benchmark jobs are further above and some further below the market median.

# Summary of Salary Data Comparisons

- Graphical representations of benchmark position current salaries compared to market are shown on the following page and reflect how the Borough's salaries compare to the market utilizing a statistical procedure called regression analysis.
- Regression analysis was utilized to blend market data with internal equity.
  - Regression trend line was used as an anchor for salary ranges and represents the “best fit” taking into account market parity and internal equity.

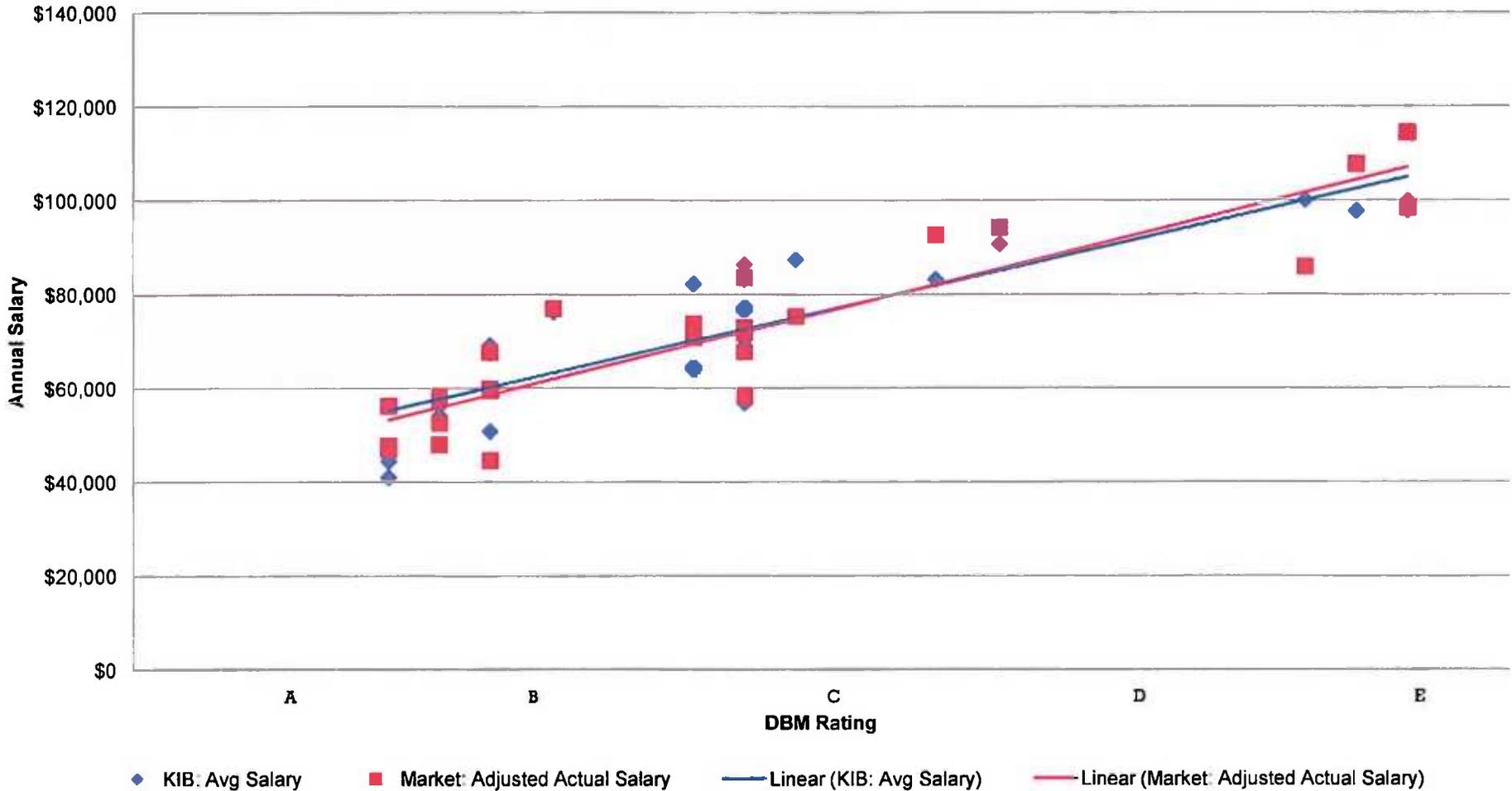
# Summary of Salary Data Comparisons

**Kodiak Island Borough, AK  
Current Midpoint vs Market Salaries**



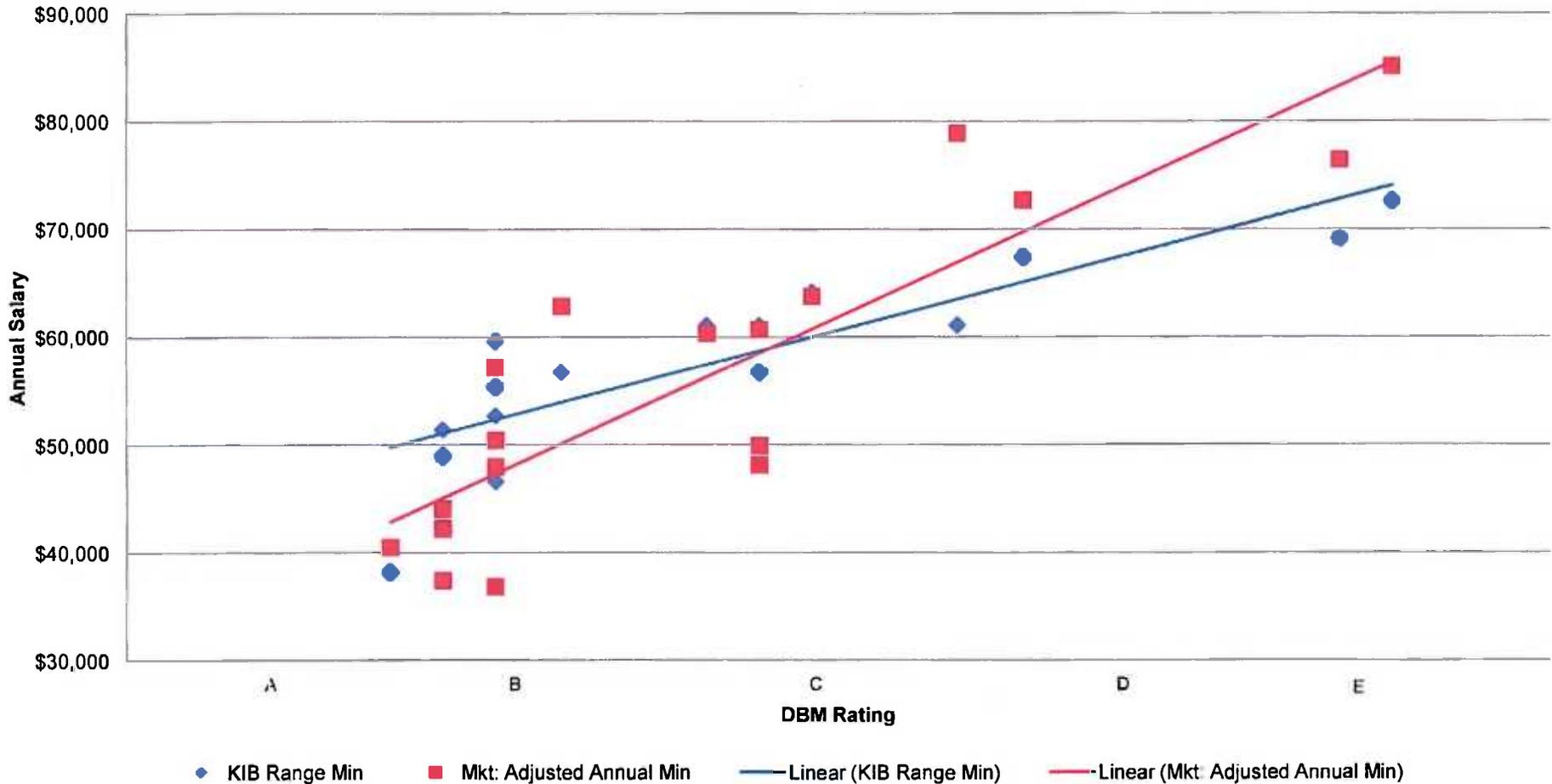
# Summary of Salary Data Comparisons

**Kodiak Island Borough, AK  
Borough Actual Salaries vs Market Salaries**



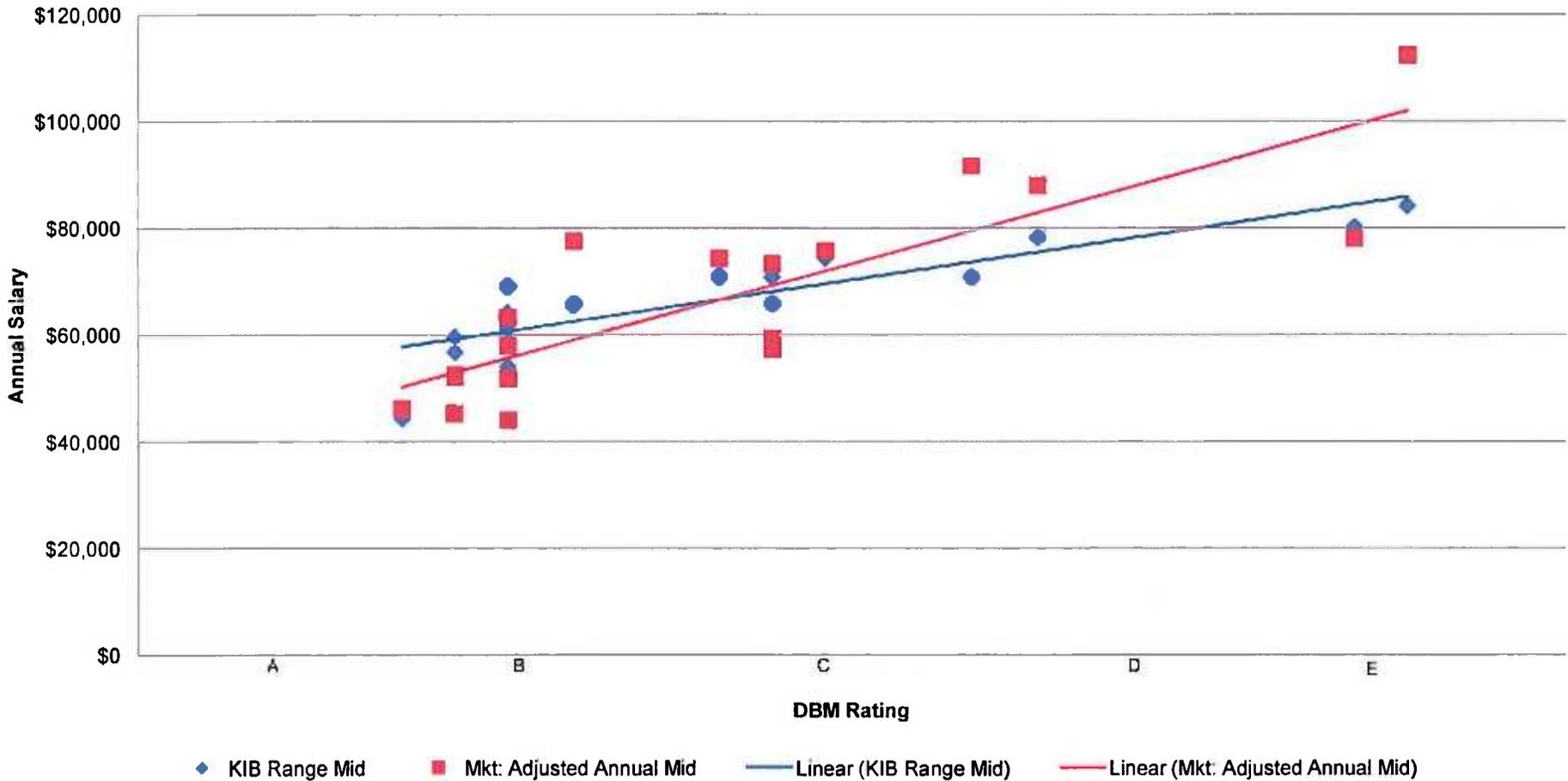
# Summary of Salary Data Comparisons

Kodiak Island Borough, AK  
Actual Range Minimum vs Market Range Minimum



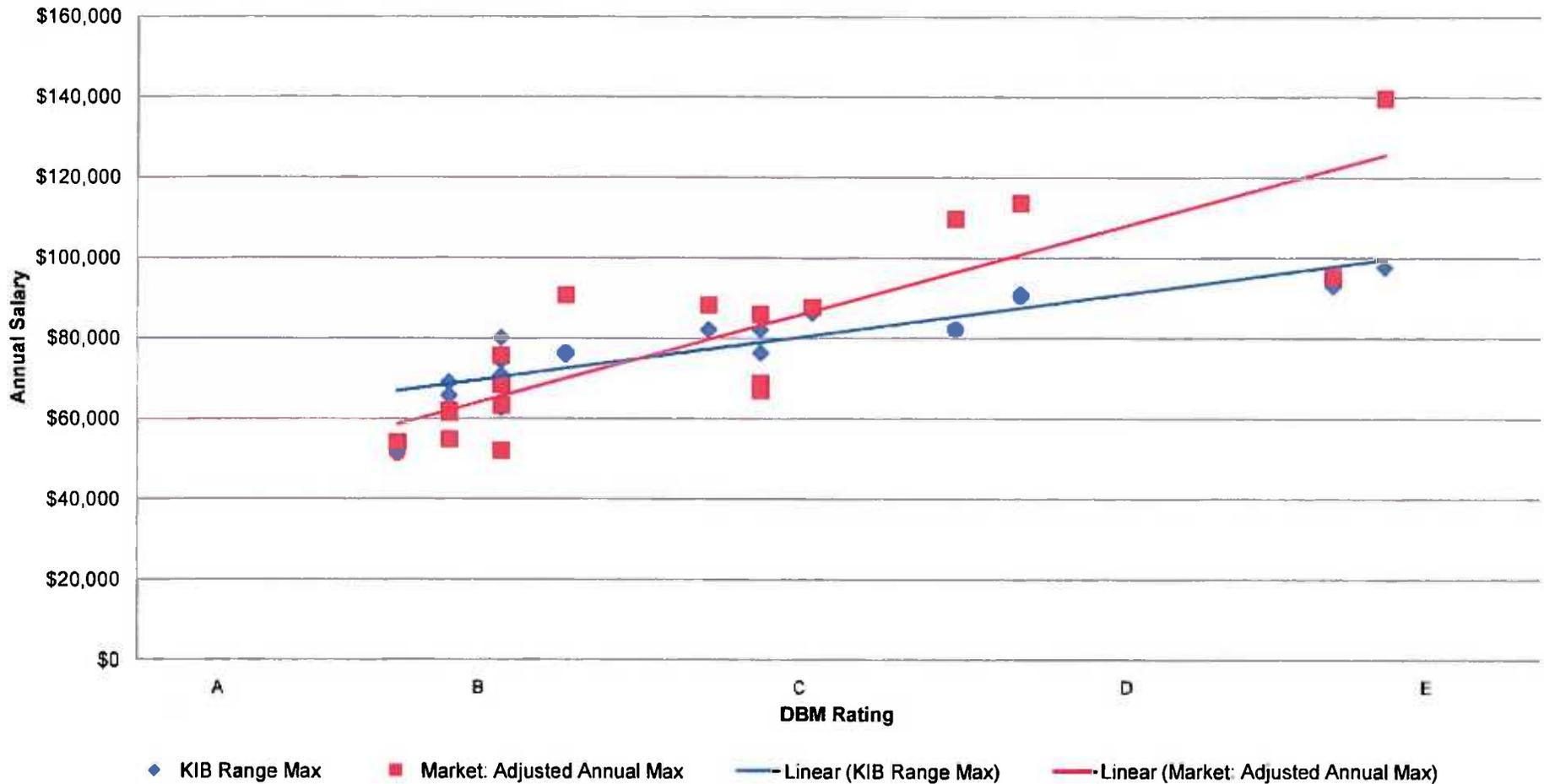
# Summary of Salary Data Comparisons

Kodiak Island Borough, AK  
Actual Range Midpoint vs Market Range Midpoint



# Summary of Salary Data Comparisons

Kodiak Island Borough, AK  
Actual Range Maximum vs Market Range Maximum



# Summary of Salary Data Comparisons

Position Title	Market Actual	Difference	Borough Current Range Midpoint	Market Actual	Difference	
Accounting Technician	\$50,775	\$44,490	12.38%	\$54,004	\$44,490	17.62%
Appraiser Tech	\$47,236	\$56,149	-18.87%	\$51,402	\$56,149	-9.24%
Assessment Clerk I	\$44,324	\$46,965	-5.96%	\$42,188	\$46,965	-11.32%
Assessor	\$97,760	\$98,432	-0.69%	\$84,228	\$98,432	-16.86%
Associate Planner LRP/ENF	\$83,200	\$58,077	30.20%	\$70,858	\$58,077	18.04%
Baler Operator I	\$56,155	\$58,128	-3.51%	\$56,738	\$58,128	-2.14%
Baler Operator II	\$70,858	N/A	N/A	\$61,101	N/A	N/A
Solid Waste Baler/Landfill Supervisor	\$76,306	N/A	N/A	\$67,444	N/A	N/A
Borough Clerk	\$100,121	\$85,892	14.21%	\$80,169	\$85,892	-7.14%
Code Enforcement Officer	\$59,611	\$67,675	-13.53%	\$64,194	\$67,675	-5.42%
Community Development Director	\$97,760	\$107,726	-10.19%	\$84,119	\$107,726	-28.06%
Construction Inspector/Engineer	\$69,130	\$59,490	13.94%	\$69,130	\$59,490	13.94%
Deputy Clerk	\$67,444	\$59,872	11.23%	\$61,101	\$59,872	2.01%
Environmental Specialist	\$80,169	\$52,467	34.55%	\$80,169	\$52,467	34.55%
Finance Director	\$99,840	\$114,488	-14.67%	\$86,334	\$114,488	-32.61%
Fire Chief	\$90,704	\$94,206	-3.86%	\$78,214	\$94,206	-20.45%
General Acct/Revenue Acct	\$70,250	\$67,582	3.80%	\$70,858	\$67,582	4.62%
GIS Analyst	\$56,738	\$71,768	-26.49%	\$66,560	\$71,768	-7.82%
IT Supervisor	\$83,200	\$92,701	-11.42%	\$70,858	\$92,701	-30.83%
Maintenance Coordinator	\$82,174	\$73,823	10.16%	\$70,858	\$73,823	-4.19%
Maintenance Engineer	\$76,306	\$77,069	-1.00%	\$65,799	\$77,069	-17.13%
Maintenance Mechanic	\$58,157	\$47,937	17.57%	\$59,611	\$47,937	19.58%
PC Network Technician II	\$54,004	\$52,528	2.73%	\$59,611	\$52,528	11.88%
Programmer Analyst	\$76,960	\$72,978	5.17%	\$65,799	\$72,978	-10.91%
Project Manager/Inspector	\$86,334	\$83,525	3.25%	\$74,445	\$83,525	-12.20%
Property Appraiser	\$64,194	\$70,642	-10.04%	\$65,799	\$70,642	-7.36%
Resource Management Officer	\$87,360	\$75,353	13.74%	\$74,445	\$75,353	-1.22%
Secretary III	\$40,914	\$47,659	-16.49%	\$44,324	\$47,659	-7.52%

# Summary of Salary Data Comparisons

- **KEY MEASURES:** Overall, current midpoints of all positions are competitive with the 50<sup>th</sup> percentile of actual salaries within the defined labor market (6.79% below the market 50<sup>th</sup>) for all classifications combined.
- The following guidelines are used when determining the competitive nature of current compensation:
  - +/-5% = Highly Competitive
  - +/-10% = Competitive
  - +/-10-15% = Possible misalignment with market
  - >15% = Significant misalignment with market
- Current actual rates of pay compared to market actual rates of pay are highly competitive, leading the market by 0.86%.
- Overall, current salary ranges are highly competitive with the median of the defined labor market (at the market 50<sup>th</sup>) compared to the current midpoint for all classifications combined.
  - Current range minimums, in aggregate, lead the market by 1.93%.
  - Current range maximums, in aggregate, lag the market by 3.33%.
- Individual comparisons vary.
- Longevity, performance and hiring conditions may explain some differences in actual salary.

# Summary of Salary Data Comparisons

- Based on this definition of competitiveness, on an overall basis of all jobs combined, the Borough is highly competitive with the market.
- 10 individual jobs' actual salaries fall outside of the competitive category, as detailed on the following pages.

# Summary of Salary Data Comparisons

- Positions lagging the market (indicating a possible or significant misalignment with the market):

Position Title	Borough Current Range Midpoint	Market Actual	Difference
Finance Director	\$86,334	\$114,488	-32.61%
IT Supervisor	\$70,858	\$92,701	-30.83%
Community Development Director	\$84,119	\$107,726	-28.06%
Fire Chief	\$78,214	\$94,206	-20.45%
Maintenance Engineer	\$65,799	\$77,069	-17.13%
Assessor	\$84,228	\$98,432	-16.86%

# Summary of Salary Data Comparisons

- Positions leading the market (indicating a possible or significant misalignment with the market):

Position Title	Borough Current Range Midpoint	Market Actual	Difference
Accounting Technician	\$54,004	\$44,490	17.62%
Associate Planner LRP/ENF	\$70,858	\$58,077	18.04%
Maintenance Mechanic	\$59,611	\$47,937	19.58%

# Salary Data Recommendations

- In aggregate, current salary minimums, midpoints and maximums are highly competitive with the market.
- The proposed pay structure, which takes into consideration internal alignment and external market data, expands the overall width of the pay ranges to 50% to align with the market and provide greater flexibility in pay administration.
- The Borough should review the individual jobs, specifically those where a greater than 15% difference from the market exists, to determine if any further changes in grade and/or salary level are warranted for a particular job given that we may not be aware of all the internal factors affecting placement.

# Salary Data Recommendations: Proposed Pay Structure

DBM Rating	Min	Mid	Max	Spread
A11	\$32,190.34	\$40,237.92	\$48,285.51	50%
A12	\$37,018.89	\$46,273.61	\$55,528.33	50%
A13	\$40,720.78	\$50,900.97	\$61,081.17	50%
B21	\$42,756.82	\$53,446.02	\$64,135.23	50%
B22	\$44,894.66	\$56,118.32	\$67,341.99	50%
B23	\$47,139.39	\$58,924.24	\$70,709.09	50%
B24/B31	\$49,496.36	\$61,870.45	\$74,244.54	50%
B25/B32	\$51,971.18	\$64,963.97	\$77,956.77	50%
C41	\$54,569.74	\$68,212.17	\$81,854.61	50%
C42	\$57,298.22	\$71,622.78	\$85,947.34	50%
C43	\$60,163.14	\$75,203.92	\$90,244.70	50%
C44/C51	\$63,171.29	\$78,964.12	\$94,756.94	50%
C45/C52	\$63,171.29	\$78,964.12	\$94,756.94	50%
D61	\$69,646.35	\$87,057.94	\$104,469.53	50%
D62	\$73,128.67	\$91,410.83	\$109,693.00	50%
D63	\$76,785.10	\$95,981.38	\$115,177.65	50%
E81	\$80,624.36	\$100,780.45	\$120,936.53	50%
E82	\$84,655.57	\$105,819.47	\$126,983.36	50%
E83	\$88,888.35	\$111,110.44	\$133,332.53	50%

# Salary Data Recommendations: Costs

- The cost associated with bringing employee rates of pay to the minimum of the proposed pay structure is approximately \$4,400, which represents 0.14% of payroll.
- The cost associated with employee's maintaining their relative position within the proposed range is approximately \$176,000, which represents 5.76% of payroll.

# Summary of Pay & Benefit Data Comparisons

- A customized data collection form was created to collect benefits information in conjunction with the salary survey.
- FLA distributed the survey to comparator organizations identified by the Borough.
- FLA reviewed and entered the data collected from participants.
- FLA followed-up directly with the participants to clarify and validate questionable information reported.

# Summary of Pay Practices: Pay Increases

- The Borough leads the comparator market with respect to pay increases provided to non-exempt and union employees.
- The Borough is on par with the comparator market with respect to pay increases provided to Exempt and Executive staff.

	Pay Increases (includes Merit, COLA, and General)		
	Avg Pay Increase	KIB Avg Pay Increase*	% of Responding Orgs
Non-Exempt	2.7%	5.5%	80%
Exempt	3.0%	3.0%	80%
Executive	2.9%	3.0%	80%
Union	2.6%	5.5%	67%

• Data provided by 15 organizations.

\*\*2012 was atypical of the average increases provided by the Borough; historically, increases have been around 3%

# Summary of Pay Practices: Salary Ranges

- Formal Salary Ranges are in place for 100% of the comparator organization's union positions. For non-represented positions (non-exempt, exempt and executive), 93% of the organizations have salary ranges in place.
- The Borough leads the comparator market in salary range adjustments for all represented groups as summarized in the chart below.

	2012 Salary Range Adjustments		
	Market Avg Salary Range Adjustment	KIB Salary Range Adjustment**	% of Responding Orgs
Non-Exempt	2.0%	3.0%	64%
Exempt	2.5%	3.0%	71%
Executive	2.8%	NA	71%
Union	2.0%	3.0%	64%

• Data provided by 14 organizations.

\*\*Highest COLA in past 5 years; COLA typically runs around 2%

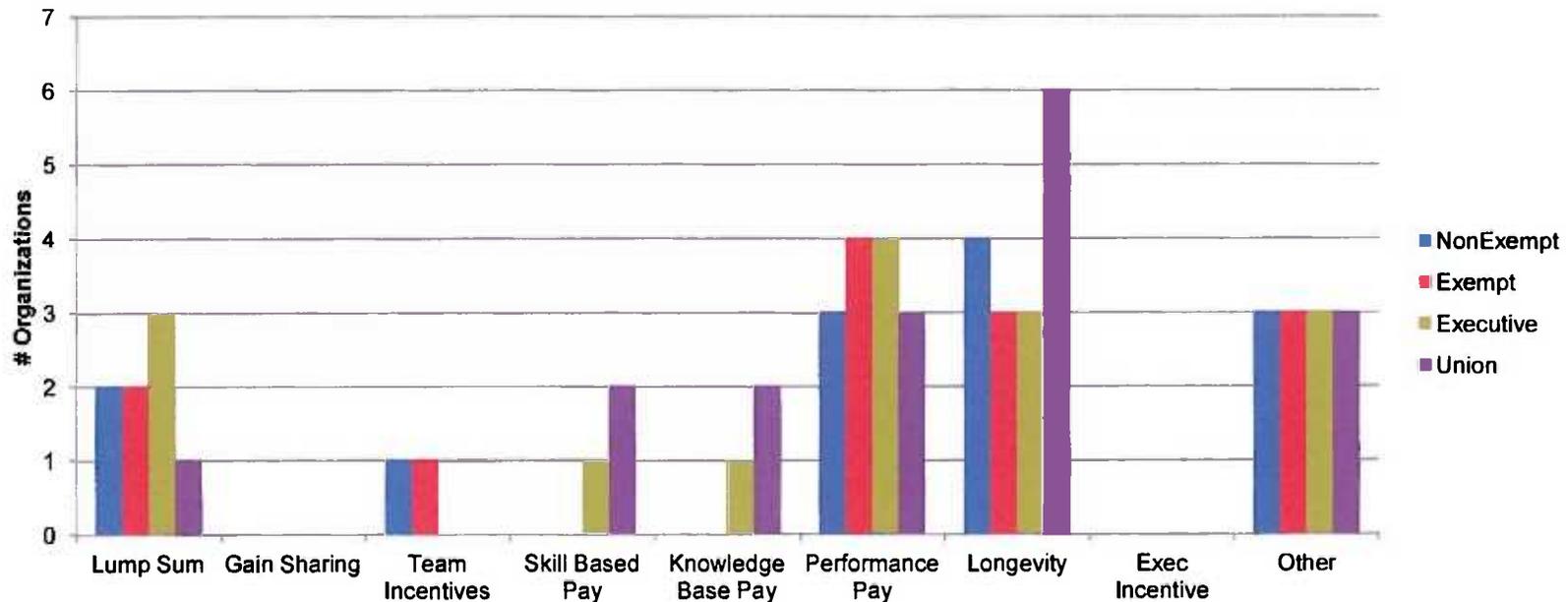
# Summary of Pay Practices: Full Time Status

- 13 of the comparator organizations (87%) provided information related to the number of hours per week that qualifies an employee as full-time:
  - An average of 37.5 scheduled hours per week qualifies a position as full time;
  - The median number of scheduled hours per week to qualify for full time status is 40 (minimum reported is 30, maximum reported is 40);
  - At the Borough, 30 scheduled hours per week qualifies for full time status.
- The Borough considers employees who work 30 hours per week full-time, which is significantly fewer hours than the aggregate of the market comparators.

# Summary of Pay Practices: Variable Pay

- The Borough provides lump sum payments for Executives and longevity pay for non-exempt, exempt, & union employee groups;
- Additional forms of variable pay that are provided by approximately 33% of the comparator organizations include performance pay and 'other' pay (not detailed), which varies significantly from organization to organization;
- Overall, the Borough is competitive with comparator organizations in its variable pay opportunities.

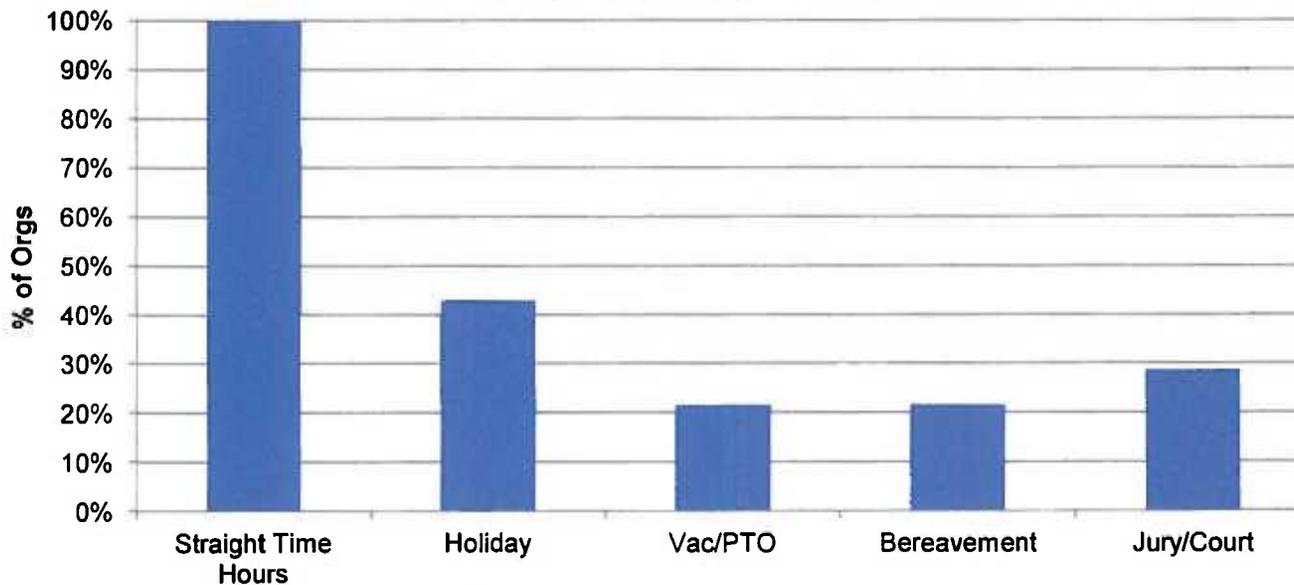
Variable Pay Provided at Comparator Organizations



• Data provided by 14 organizations.

# Summary of Pay Practices: Overtime Pay

## Pay Types Captured in Hours Worked for Overtime Pay Calculation



- Data provided by 14 organizations.
- 12 organizations apply overtime based on daily and weekly hours worked.
- 1 organization applies overtime based on a 9 day/80 hour work schedule.
- Consistent with the comparator market, the Borough includes all straight time in overtime pay calculation, excluding time not worked.

# Benefits: Retirement

- The Borough contributes 22% to PERS on behalf of individual employees; employees contribute 6.75%;
- The Borough's contributions are on par with comparator organizations.

PERS*						
	Executive/Management		Exempt		Non-Exempt	
	# Orgs	Avg %	# Orgs	Avg %	# Orgs	Avg %
Employer	13	19.20	13	19.20	13	19.20
Employee	13	7.7	13	7.7	13	7.7

\*2 Alaska organizations have lower percentage contributions, lowering the overall averages, with ER contributions of 5% and EE contributions of 8%

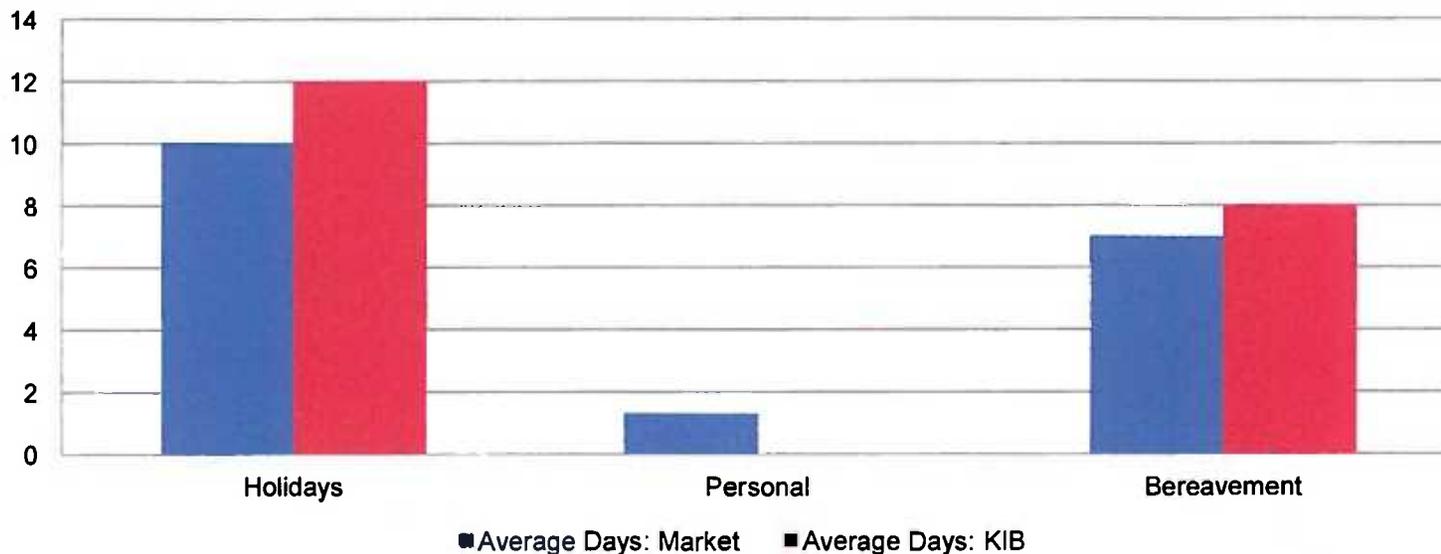
# Benefits: Retirement

- Consistent with the Borough, 77% of the comparator organizations offer employees the option of contributing to a tax-exempt retirement program that **does not** include an employer match;
- Annual employee contributions are subject to applicable IRS limitations.

# Benefits: Paid Leave

- The Borough's holiday leave program leads the comparator market by 2 days;
- The Borough lags the market with respect to personal leave by not offering personal leave; however, the average personal leave offered by comparator organizations is less than 2 days and the Borough's holiday leave leads the market by 2 days;
- The Borough provides for 8 bereavement days and the market provides for 7;
- From a combined perspective for these three categories, the Borough is on par with the market.

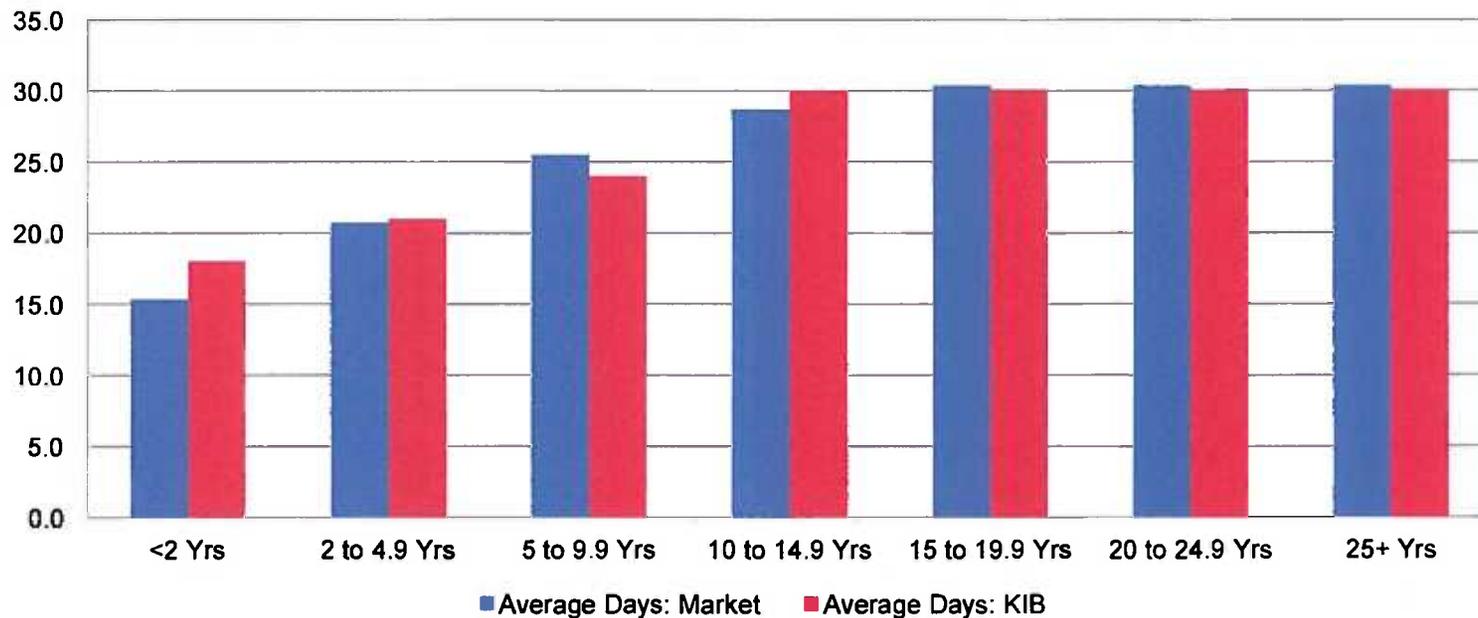
## Holiday, Personal & Bereavement Leave



# Benefits: Paid Leave

- 4 of the surveyed organizations (33%) have a stand-alone vacation leave program;
- The Borough has a stand-alone vacation leave program;
- The Borough's vacation offerings are consistent with the comparator organizations offering a stand-alone vacation leave program.

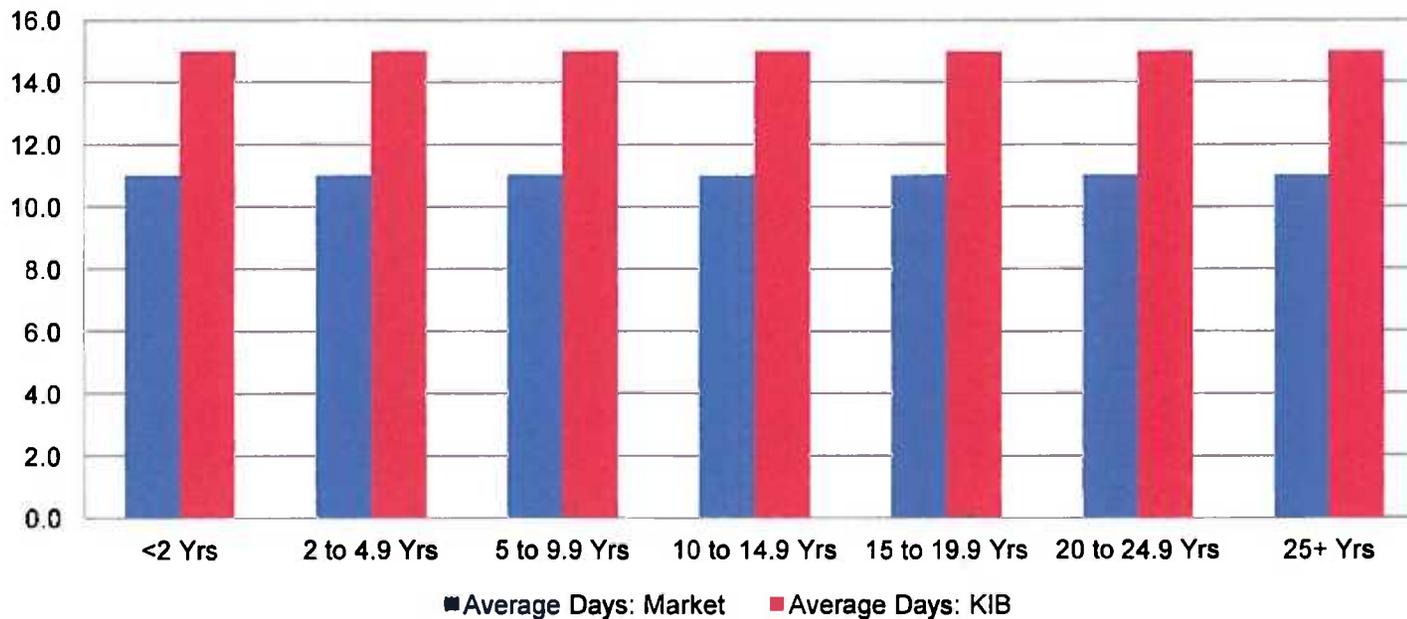
## Vacation Leave



# Benefits: Paid Leave

- 4 of the surveyed organizations, 33%, have a stand-alone sick leave program;
- The Borough has a stand-alone vacation sick program;
- The Borough's sick leave offerings lead the market by 4 days annually.

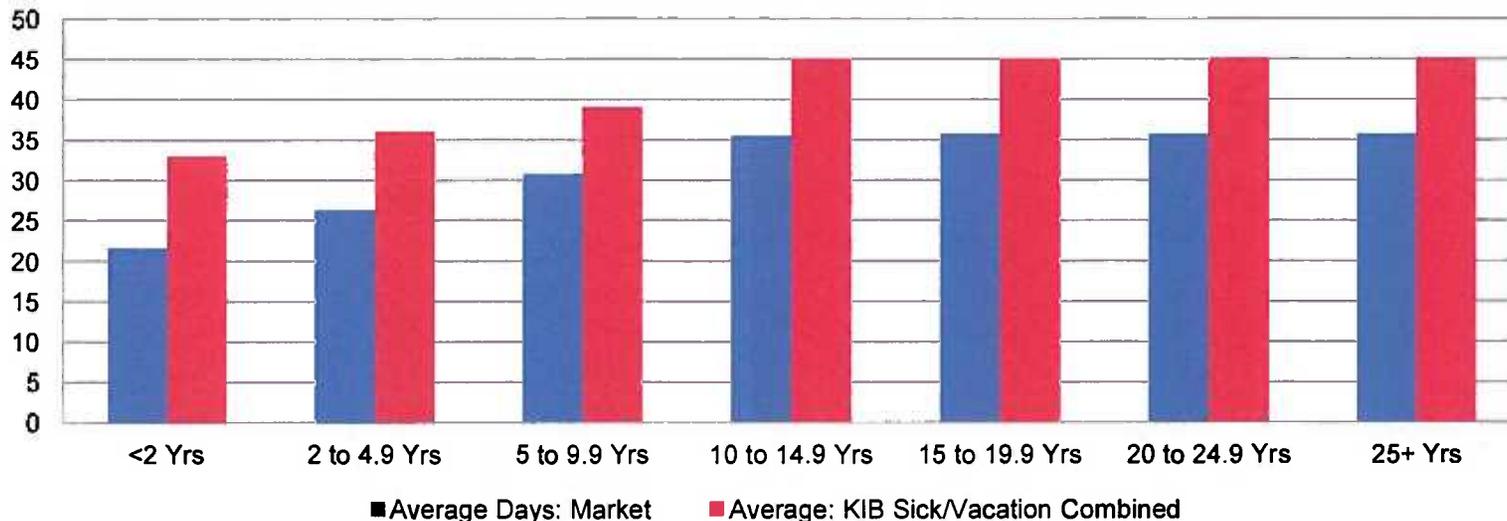
## Sick Leave



# Benefits: Paid Leave

- 8 of the surveyed organizations (67%) provide for a PTO bank, consisting of vacation and sick leave\*;
- PTO programs are more prevalent among the comparator organizations than separate sick/vacation programs;
- The Borough leads the comparator market by approximately 32% when comparing combined sick/vacation accruals.

**Combined PTO\***

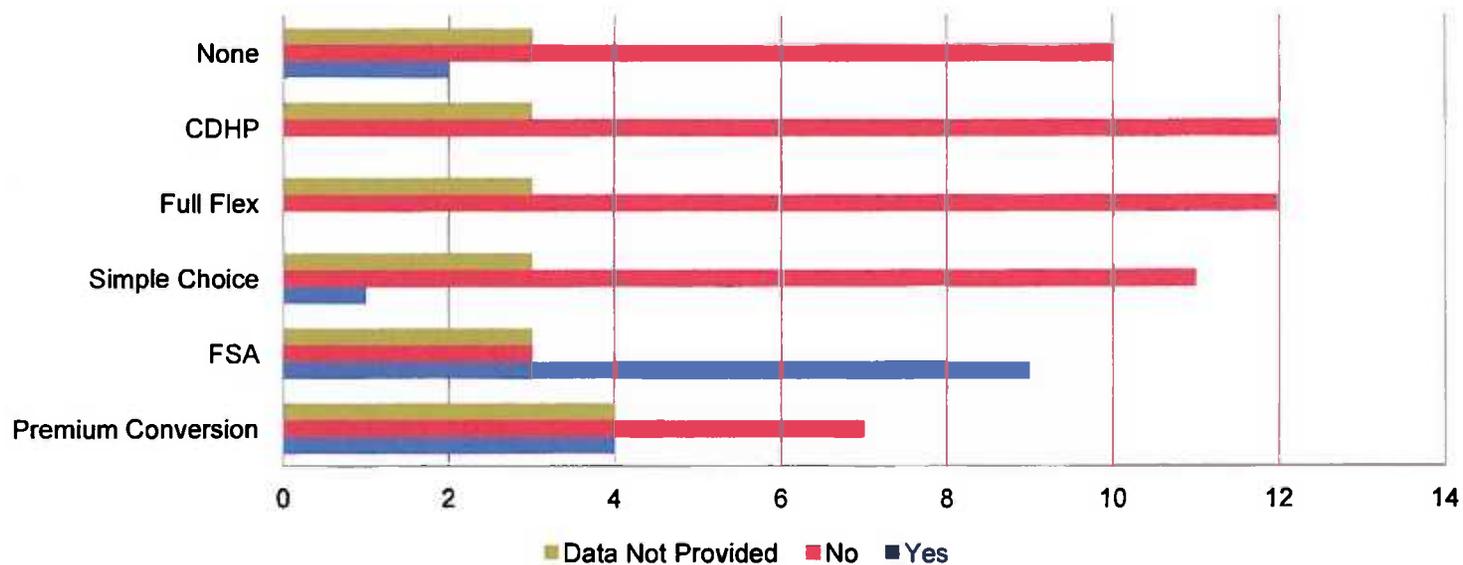


\*Combined PTO for the comparator market includes vacation and sick leave, with the exception of 1 organization which includes holiday, personal and bereavement in the PTO accrual

# Benefits: Flexible Benefits

- The Borough offers a Flexible Spending Account (FSA) program, consistent with the 75% of the comparator organizations;
- With the exception of FSA, cafeteria offerings are not prevalent among the comparator organizations;
- The Borough is aligned with the market with respect to its cafeteria offerings.

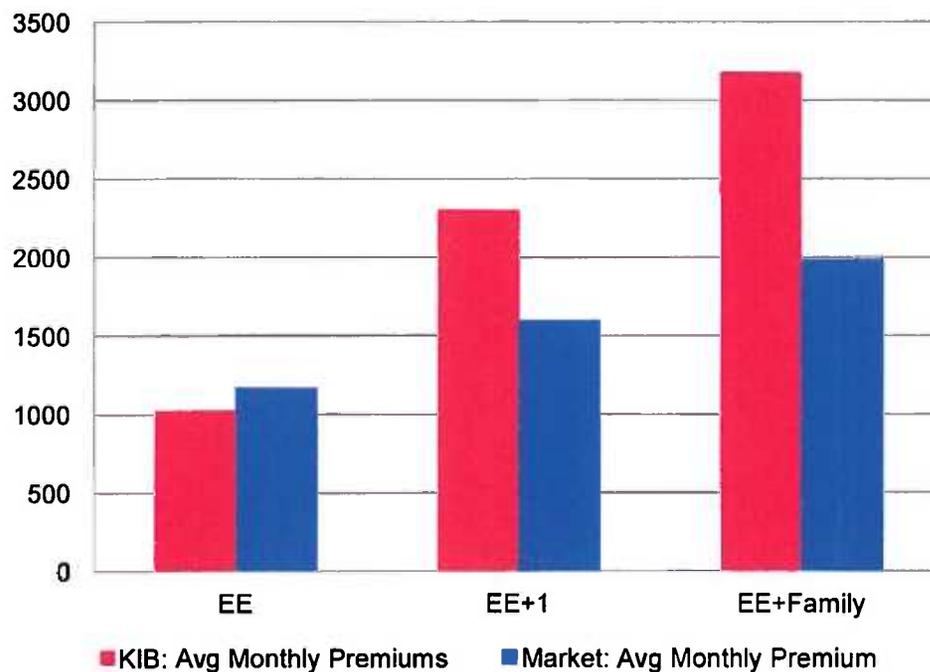
### Cafeteria Offerings



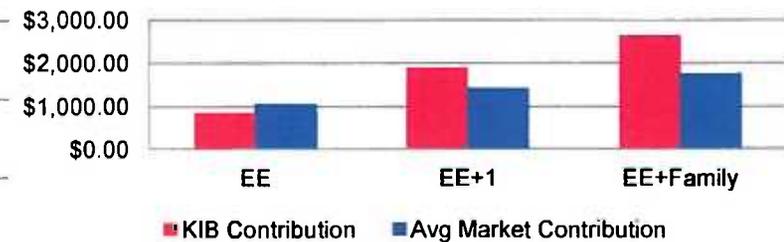
# Benefits: Health & Dental Premiums

- The Borough's premiums exceed the average monthly premiums of the comparator organizations;
- The Borough contributes 83% of the monthly premium and the market average contribution of the comparator organizations is 88% of monthly premiums;
- While the Borough contributes approximately 5% less, from a percentage contribution perspective, than the comparator organizations, the overall expenditure for the Borough is higher.

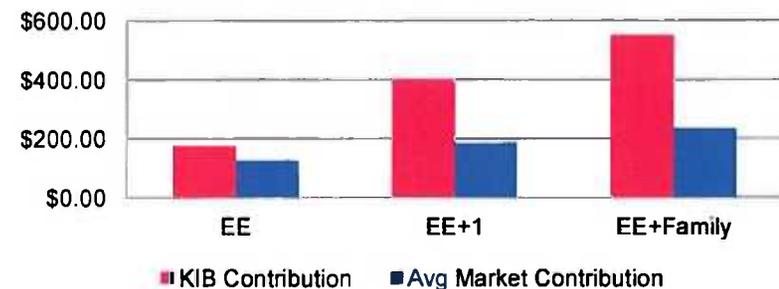
**Medical & Dental: Total Monthly Premiums**



**Medical & Dental: Employer Monthly Contributions**



**Medical & Dental: Employee Monthly Contributions**



# Benefits: Basic Life Insurance Coverage

- The Borough provides employees with \$75,000 worth of employer-paid basic life insurance coverage;
- Comparator organizations, on average, provide \$35,400 worth of basic life coverage;
- The Borough leads the market in basic life insurance coverage for employees.

# Benefits: EAP and Wellness Programs

- 20% of the comparator organizations surveyed offer an Employee Assistance Program.
- 54% of the comparator organizations surveyed offer an employee wellness programs which includes a variety of health information resources, health assessments, and/or discounts to employees.
- The Borough provides for EAP and wellness programs for its employees through the health insurance program.

# Benefits: Conclusions

- From an aggregate perspective, the Borough's benefit program offerings and expenditures are competitive with the comparator market.

# Benefits: Recommendations

- A diagnostic review of the health and dental insurance programs is recommended due the significantly larger premiums (62% more for family coverage) being incurred by the Borough compared to the comparator organizations. While many factors may be attributable to the difference (ie, plan provisions, experience ratings, census, etc.) it warrants review to ensure the Borough is obtaining the most value for the programs.
- Due to the competitiveness of existing benefits programs, no significant changes are recommended to the benefits programs provided by the Borough at this time.

# Administrative Recommendations

- **Salary Structure Review/Updates**
  - Annual Updates
    - In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure should be reviewed annually. FLA can provide the Borough with the average percentage increase for employee salaries and salary structures on an annual basis, or the Borough may use a labor market index.
    - It is recommended that the respective starting rates and maximums be increased by a percentage that reflects the market trends and the Borough's hiring experience. The use of a flat dollar amount increase would compress the structure over time.
  - Long-Term Updates
    - The Borough should reevaluate its overall structure at regular intervals (e.g., 2 to 3 years depending upon market movements) to ensure that its salary levels are consistent with the marketplace.
    - This would involve conducting a market salary study, such as was conducted here, every 2 to 3 years (depending on the economy) to make sure that the Borough's pay scales and employee salaries remain competitive.



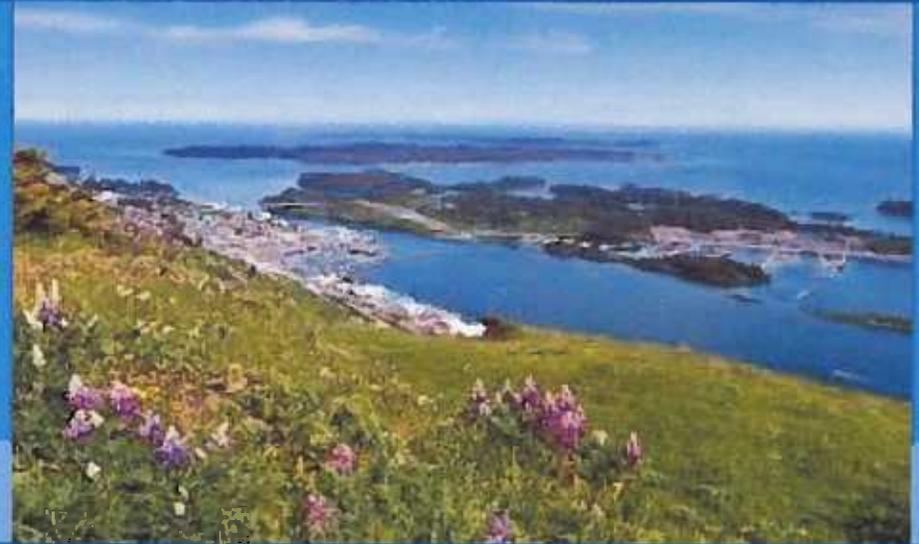
Fox Lawson & Associates  
a Division of Gallagher Benefit Services, Inc.  
*Compensation and Human Resources Specialists*

# City of Kodiak, AK

## Classification & Compensation Study

Final Report

January 2013



Gallagher Benefit Services, Inc.  
r h i n k i n g   a h e a d

# Table of Contents

- Study Background
- Summary of Job Analysis
- Survey Methodology
- Summary of Salary Data Comparisons
  - Recommendations
- Summary of Super Benchmark Data Comparisons
  - Recommendations
- Salary Administration Recommendations
- Study Appeals

# Study Background

- Fox Lawson & Associates was engaged to perform a review of job classification, compensation and benefits for the City of Kodiak and make recommendations regarding:
  - Job structure and individual position allocations;
  - Current state of compensation and benefits;
  - Market competitiveness of specific employee benchmarks;
  - Benefits and costs associated with recommendations;
  - Implementation and transition options; and,
  - Pay practices, policies and overall compensation program.
- The major consideration of the City is to establish market comparisons to the current level of compensation paid to the existing 60 positions at the City.
- The following items were provided by the City to facilitate the study:
  - Organization materials;
  - Current job descriptions; and
  - Current compensation and pay structure information for employees.

# Study Background

- Meetings were conducted with City management to document:
  - Compensation and classification strategies and philosophies;
  - Current jobs and organizational structure; and
  - Job concerns and issues.
- Compensation and classification goals were identified and include:
  - Classification system with broadly defined classes defined by the general scope and complexity of work and reflective of meaningful and measurable differences in level of work.
  - Job analysis to result in new job descriptions reflective of the type and level of work performed as documented through position description questionnaires and resulting from the occupational panels.
  - Compensation levels reflective of multiple labor markets, including both public and private sectors, with pay grade midpoints reflective of the 50<sup>th</sup> percentile of the relevant labor markets:
    - Management and professional (exempt) level positions compared to like-sized public sector organizations with which the City competes for labor throughout the Pacific Northwest region.
    - Non-exempt positions compared to local public and private sector organizations with operations near City offices.
  - Development of a salary structure that is reflective of internal equity and external parity.
  - Placement of individual job classifications within the overall salary grade structure based on relative internal value utilizing the Decision Band™ Method .

# Summary of Job Analysis

- Existing job descriptions were collected and reviewed.
- Employees completed Position Description Questionnaires (PDQs) to describe the work they are currently performing.
- Occupational panels were facilitated by FLA to obtain employee input.
- Jobs within the proposed structure were evaluated utilizing the Decision Band™ Method (DBM).
- FLSA designations were applied to positions based on Federal guidelines. Positions currently designated as non-exempt but deemed exempt based on FLA's review may continue to be non-exempt if the City so chooses; however, positions classified as non-exempt should remain non-exempt to ensure regulatory compliance and avoid financial exposure for the City.

# Summary of Job Analysis

- DBM ratings address internal equity and support development of pay structures.
- Decision bands within DBM include:
  - Band F – Top Level Policy Decisions
  - Band E – Programming Decisions
  - Band D – Interpretive Decisions
  - Band C – Process Decisions
  - Band B – Operational Decisions
  - Band A – Defined Decisions
- Bands are further subdivided into “grades” based on leadership responsibilities and “subgrades” based on areas such as complexity and difficulty of the work.

# Survey Methodology – Benchmark Jobs

<b>Benchmark No.</b>	<b>Benchmark Title</b>
1	Administrative Clerk
2	Administrative Assistant
3	Administrative Specialist
4	Administrative Supervisor
5	Corrections Officer
6	Deputy Building Official
7	Director
7a	<i>Clerk</i>
7b	<i>Finance</i>
7c	<i>Fire</i>
7d	<i>Parks and Recreation</i>
7e	<i>Police</i>
7f	<i>Public Works</i>
8	Fire Captain
9	Firefighter/EMT III
10	Fiscal Analyst
11	Fiscal Assistant
12	Fiscal Specialist
13	Fleet Maintenance Supervisor

<b>Benchmark No.</b>	<b>Benchmark Title</b>
14	Fleet Mechanic
15	Heavy Fleet Mechanic
16	Human Resources Admin
17	IT Administrator
18	IT Technician
19	Library Assistant
20	Library Specialist
21	Maintenance Manager
22	Maintenance Specialist
23	Maintenance Technician
24	Police Officer
25	Public Safety Dispatch Supervisor
26	Public Safety Dispatcher
27	Deputy City Clerk/Records Manager
28	Police Sergeant
29	Water Treatment Manager
30	Water/Wastewater Treatment Operator - 1
31	Water/Wastewater Treatment Operator - 3

# Survey Methodology

- FLA collected salary and benefits data from local government organizations and published survey sources.
- The survey results represent data from the following municipalities:

## Local/Regional Municipalities

Homer  
Juneau  
Kenai  
Kenai Peninsula Borough  
Ketchikan  
Ketchikan Gateway Borough

## Local/Regional Municipalities

Kodiak Island Borough  
Sitka  
Soldotna  
Unalaska  
Valdez  
Kodiak Island Borough

- The following published surveys were utilized:

### **Published Salary Surveys**

Mercer - Finance, Accounting and Legal  
Mercer - Information Technology  
RIM Salary Survey  
Stanton Group - 2011 Nonexempt  
Stanton Group - IT  
Stanton PSI - Nonexempt  
Towers Watson - Accounting and Finance

### **Published Salary Surveys**

Towers Watson - Human Resources  
Towers Watson - IT & e-Commerce  
Towers Watson - Office Personnel  
Towers Watson - Supervisory  
Towers Watson - Supervisory Management  
Towers Watson - Technician & Skilled Trades

# Survey Methodology

- All data are effective January 2012 and reflect an annual basis.
- We follow the U.S. Department of Justice and Federal Trade Commission guidelines that state 5 job matches should exist per job in order to conduct statistical analyses or for drawing conclusions.
- All benchmark jobs met the 5 job match guideline.

# Survey Methodology

- Custom survey results were combined with published survey data, where applicable, to calculate current average market rates.
- FLA performed several reviews of the data to identify any extreme data and to ensure validity and reliability of the data.
- Through a statistical analysis, any salary figures that were considered extreme in relation to all other salary figures were excluded.
- Data was calculated for the 25<sup>th</sup>, 50<sup>th</sup> and 75<sup>th</sup> percentiles, as well as average salary range minimum, midpoint and maximums.
- Once the survey analysis and report was completed, it was submitted internally through our firm's quality control process for review before it was submitted to the City.

# Summary of Salary Data Comparisons

- On an overall basis of all jobs combined, the amount that the City is above or below the market 50<sup>th</sup> percentile is shown in the table below.
  - The 50<sup>th</sup> percentile of market data was used as the comparison point as this is where the City identified its targeted pay.

Aggregate Comparison	Base Salary
Actual Salaries	-9.0%

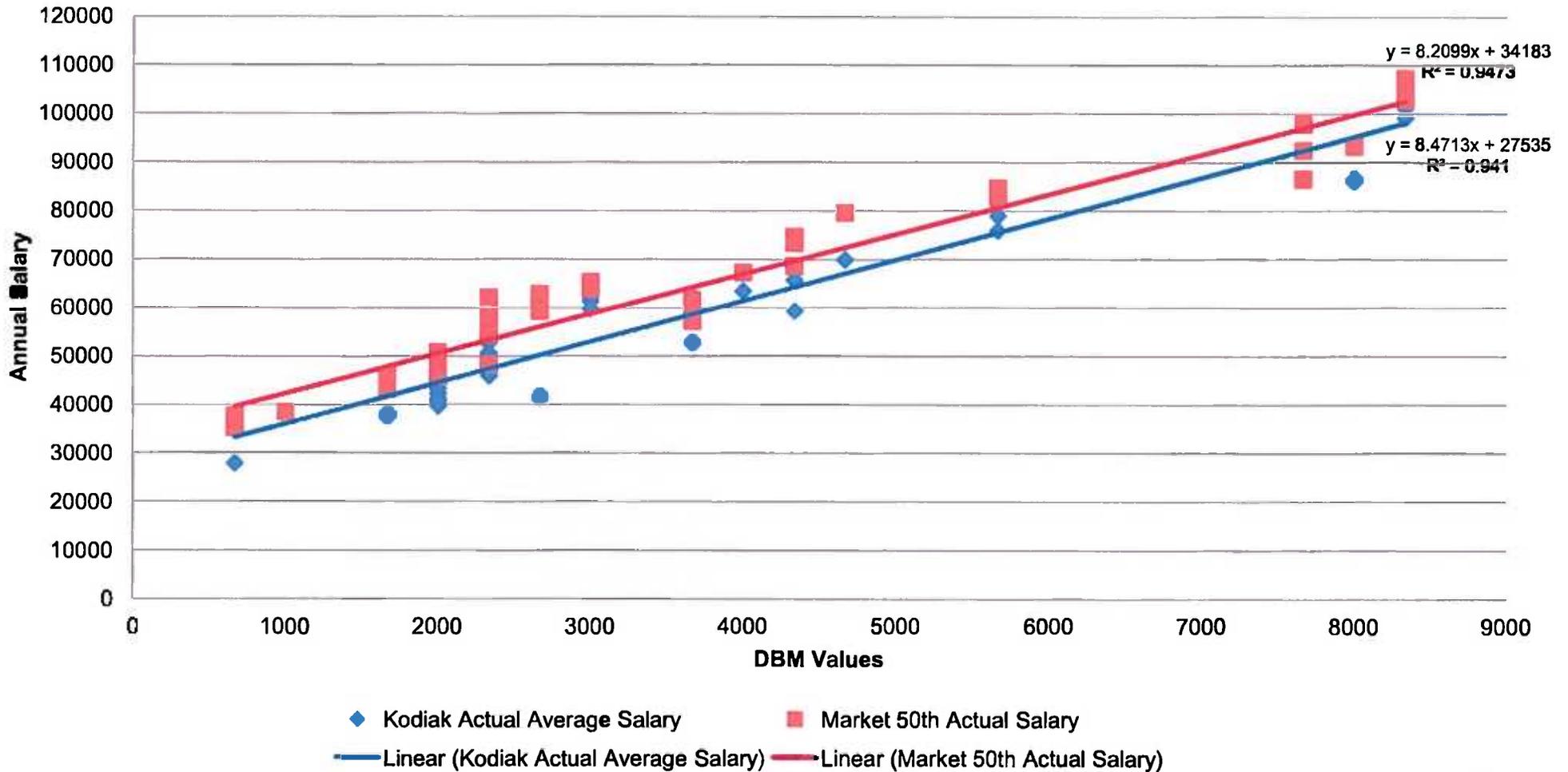
- Some jobs are further above and some further below.

# Summary of Salary Data Comparisons

- Graphical representations of current salaries compared to market are shown on the following page and reflect how the City's salaries compare to the market utilizing a statistical procedure called regression analysis.
- Regression analysis utilized to blend market data with internal equity.
  - Regression trend line is used as an anchor for salary ranges and represents the “best fit” taking into account market parity and internal equity.

# Summary of Salary Data Comparisons

## City of Kodiak, AK Market 50th vs Actual Salaries



# Summary of Salary Data Comparisons

Bench No	Benchmark Title	Series Level	DBM Rating	DBM Value	Kodiak Actual Average Salary	Market 50th Actual Salary	% Diff
1	Administrative Clerk	1 of 4	A11	667		\$35,183	n/a
2	Administrative Assistant	2 of 4	B21	1667	\$37,932	\$43,212	-12.2%
3	Administrative Specialist	3 of 4	B22	2000	\$41,135	\$50,288	-18.2%
4	Administrative Supervisor	4 of 4	B24/B31	2667	\$41,434	\$59,348	-30.2%
5	Corrections Officer	1 of 3	B22	2000	\$39,642	\$50,847	-22.0%
6	Deputy Building Official	1 of 2	B25/B32	3000	\$61,422	\$63,903	-3.9%
7	Director	2 of 2	E81	7667	\$92,537	\$97,944	-5.5%
7a	<i>Clerk</i>	2 of 2	E81	7667	\$86,861	\$86,652	0.2%
7b	<i>Finance</i>	2 of 2	E83	8000	\$99,195	\$104,792	-5.3%
7c	<i>Fire</i>	2 of 2	E82	7667	\$86,466	\$93,290	-7.3%
7d	<i>Parks and Recreation</i>	2 of 2	E81	7667		\$92,590	n/a
7e	<i>Police</i>	2 of 2	E83	8000	\$101,171	\$102,980	-1.8%
7f	<i>Public Works</i>	2 of 2	E83	8000	\$99,195	\$107,359	-7.6%
8	Fire Captain	3 of 3	C41	3667	\$62,485	\$59,616	4.8%
9	Firefighter/EMT III	1 of 3	B23	2333	\$50,692	\$48,269	5.0%
10	Fiscal Analyst	3 of 3	C43	4333	\$59,280	\$68,708	-13.7%
11	Fiscal Assistant	1 of 3	A12	1000		\$38,492	n/a
12	Fiscal Specialist	2 of 3	B22	2000	\$42,238	\$50,209	-15.9%



# Summary of Salary Data Comparisons

Bench No	Benchmark Title	Series Level	DBM Rating	DBM Value	Kodiak Actual		% Diff
					Average Salary	Market 50th Actual Salary	
13	Fleet Maintenance Supervisor	3 of 3	C42	4000	\$63,523	\$67,325	-5.6%
14	Fleet Mechanic	1 of 3	B22	2000	\$40,581	\$46,207	-12.2%
15	Heavy Fleet Mechanic	2 of 3	B23	2333	\$50,149	\$54,304	-7.7%
16	Human Resources Admin	2 of 2	C43	4333		\$74,756	n/a
17	IT Administrator	2 of 2	C43	4333	\$65,780	\$73,481	-10.5%
18	IT Technician	1 of 2	B22	2000		\$45,701	n/a
19	Library Assistant	1 of 3	A11	667	\$27,900	\$37,668	-25.9%
20	Library Specialist	3 of 3	B23	2333	\$52,700	\$56,221	-6.3%
21	Maintenance Manager	4 of 4	D61	5667	\$75,962	\$82,901	-8.4%
22	Maintenance Specialist	3 of 4	B23	2333	\$48,873	\$62,200	-21.4%
23	Maintenance Technician	2 of 4	B21	1667	\$37,679	\$45,981	-18.1%
24	Police Officer	1 of 4	B24/B31	2667	\$62,650	\$62,887	-0.4%
25	Public Safety Dispatch Supervisor	3 of 3	C41	3667	\$61,838	\$61,678	0.3%
26	Public Safety Dispatcher	1 of 3	B22	2000	\$43,281	\$49,908	-13.3%
27	Deputy City Clerk/Records Manager	1 of 1	D61	5667	\$52,770	\$57,118	-7.6%
28	Police Sergeant	3 of 4	C44/C51	4667	\$69,930	\$79,634	-12.2%
29	Water Treatment Manager	3 of 3	D61	5667	\$79,040	\$84,744	-6.7%
30	Water/Wastewater Treatment Operator - 1	1 of 3	B23	2333	\$45,906	\$57,877	-20.7%
31	Water/Wastewater Treatment Operator - 3	1 of 3	B25/B32	3000	\$59,800	\$65,377	-8.5%

# Summary of Salary Data Comparisons

- **KEY MEASURE:** Overall, current actual salaries are competitive with the 50<sup>th</sup> percentile of actual salaries within the defined labor market (-9.0% below the market 50<sup>th</sup>) for all classifications combined.
- Individual comparisons vary.
- Longevity, performance and hiring conditions may explain some differences in actual salary.
- The following guidelines are used when determining the competitive nature of current compensation:
  - +/-5% = Highly Competitive
  - +/-10% = Competitive
  - +/-10-15% = Possible misalignment with market
  - >15% = Significant misalignment with market

# Summary of Salary Data Comparisons

- Based on this definition of competitiveness, on an overall basis of all jobs combined, the City is competitive with the market.
- Many individual jobs' actual salaries fall outside of the competitive category, as detailed on the following page.

# Summary of Salary Data Comparisons

- Positions lagging the market (indicating a possible or significant misalignment with the market):

<b>Bench No</b>	<b>Benchmark Title</b>	<b>Kodiak Actual Average Salary</b>	<b>Market 50th Actual Salary</b>	<b>% Diff</b>
4	Administrative Supervisor	\$41,434	\$59,348	-30.2%
19	Library Assistant	\$27,900	\$37,668	-25.9%
5	Corrections Officer	\$39,642	\$50,847	-22.0%
22	Maintenance Specialist	\$48,873	\$62,200	-21.4%
30	Water/Wastewater Treatment Operator - 1	\$45,906	\$57,877	-20.7%
3	Administrative Specialist	\$41,135	\$50,288	-18.2%
23	Maintenance Technician	\$37,679	\$45,981	-18.1%
12	Fiscal Specialist	\$42,238	\$50,209	-15.9%
10	Fiscal Analyst	\$59,280	\$68,708	-13.7%
26	Public Safety Dispatcher	\$43,281	\$49,908	-13.3%
2	Administrative Assistant	\$37,932	\$43,212	-12.2%
28	Police Sergeant	\$69,930	\$79,634	-12.2%
14	Fleet Mechanic	\$40,581	\$46,207	-12.2%

# Recommendations

- In aggregate, current salaries are competitive with the market.
- The proposed pay structure, shown on the following page, takes into consideration internal alignment and external market data, as well as expands the overall width of the pay ranges to 50%.
- The City should review the individual jobs, specifically those where a greater than 15% difference from the market exists, to determine if any further changes in grade and/or salary level are warranted for a particular job given that we are not aware of all the internal factors affecting placement.

# Recommendations

## Proposed Salary Structure Anchored to Market 50th

<b>DBM</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Range Spread</b>
A11	\$31,411	\$39,264	\$47,116	50%
A12	\$33,658	\$42,072	\$50,486	50%
A13	\$35,904	\$44,880	\$53,856	50%
B21	\$38,157	\$47,697	\$57,236	50%
B22	\$40,404	\$50,505	\$60,606	50%
B23	\$42,650	\$53,313	\$63,976	50%
B24/B31	\$44,904	\$56,130	\$67,355	50%
B25/B32	\$47,150	\$58,938	\$70,725	50%
C41	\$51,650	\$64,562	\$77,475	50%
C42	\$53,896	\$67,371	\$80,845	50%
C43	\$56,143	\$70,179	\$84,215	50%
C44/C51	\$58,396	\$72,995	\$87,594	50%
C45/C52	\$60,643	\$75,804	\$90,964	50%
D61	\$65,143	\$81,428	\$97,714	50%
D62	\$67,389	\$84,236	\$101,084	50%
D63	\$69,636	\$87,045	\$104,453	50%
E81	\$78,635	\$98,294	\$117,953	50%
E82	\$80,882	\$101,102	\$121,323	50%
E83	\$83,128	\$103,910	\$124,692	50%

# Recommendations

- The cost of bringing each employee to at least the minimum of their new salary range has been calculated at approximately \$77,000.
- This does not mean that all employees would receive increases. It only means that the salary ranges are adjusted in order to be competitive with market.

# Summary of Super Benchmark Comparisons

- Compensation and benefits data was collected for 11 'super benchmark' positions.
  - Benefits data collected included: Health (medical, dental and vision) and Paid Time Off (sick, vacation and holiday)
- On average, the City is highly competitive when looking at total compensation, lagging the market by 1.0%.
- Results of the super benchmarking are summarized on the following page.

# Summary of Super Benchmark Comparisons

Position	Kodiak Average Salary	Market Average	Difference
Administrative Assistant	\$65,055	\$64,275	1%
Director	\$127,195	\$127,025	0%
Firefighter/EMT III	\$85,780	\$76,872	12%
Heavy Fleet Mechanic	\$78,958	\$76,992	3%
IT Administrator	\$96,746	\$98,978	-2%
Library Assistant	\$53,638	\$57,918	-7%
Maintenance Manager	\$108,333	\$109,778	-1%
Maintenance Specialist	\$77,505	\$86,044	-10%
Police Officer	\$93,184	\$86,832	7%
Police Sergeant	\$101,468	\$106,032	-4%
Wastewater Treatment Operator I	\$74,129	\$81,088	-9%

# Recommendations: Super Benchmark Comparisons

- It is important to communicate the total benefits package to employees so they understand the total value of their total compensation package.
- When analyzing total compensation, benefits and compensation should be looked at independently for the following reasons:
  - Compensation rates are key in attracting talent to the organization, as well as retaining employees for the long term.
  - A competitive benefit program can serve as a key retention factor.
  - Employee perceived importance of the comprehensive benefits program is unique to each individual based on their individual needs and values, so the organizational spend in this area is not uniformly valued across all employee groups.

# Salary Administration Recommendations

- Adding new jobs to the pay structure:
  - Evaluation of new positions utilizing DBM and placement into the appropriate pay range should be done at the time the class is added to the structure.
    - Available market data should be examined to determine appropriate pay grade placement.
    - If market data is not available, placement into the salary range should be based on the following factors:
      - Comparison of job in same job family;
      - Supervisory responsibilities and relationships;
      - Comparison of jobs across job families requiring similar; knowledge skills, abilities and minimum qualifications.

# Salary Administration Recommendations

- **Hiring Rates**
  - In general, starting salaries should be at the minimum of the assigned range.
  - Starting salaries higher than the minimum of the assigned range may be acceptable for a combination of reasons as qualifications which exceed stated minimum requirements, previous years of directly related experience, a competitive market situation, and/or a special and specific talent.
  - Salaries and years of service of current incumbents in the same salary grade and similar positions throughout the organization should be considered when determining hiring rates of new employees to maintain internal equity.
  - Typically, hiring rates should be in the 1<sup>st</sup> quartile of the range.
  - Hiring rates over the midpoint of the pay range should go through an agreed upon approval process and may be warranted in certain circumstances based on extreme market or recruitment conditions.

# Salary Administration Recommendations

- **Temporary/Part-Time Employee Rates**
  - Utilization of the proposed pay structure for temporary or part-time employees hired into existing position classifications.
  - Appropriate rate of pay should be determined based upon qualifications, experience, tenure with the City, and rates of pay of existing regular, full-time employees.

# Salary Administration Recommendations

- Promotional Increases
  - A person promoted to a position in a higher range should receive an immediate increase that is separate and distinct from any annual salary adjustment.
  - A policy of providing an adjustment that places the salary at a point that provides a minimum of a 5% is recommended, given that a comparison is made with the salaries of similar positions in the organization.
  - In determining the promotional increase, two other guidelines should be used:
    - An employee's salary should be increased at least to the minimum rate of the new salary range; and
    - In no case should a promotional increase place an employee's salary above the maximum of the assigned range.

# Salary Administration Recommendations

- Annual Increases
  - A formalized performance appraisal tool should be used to evaluate employee performance on an annual basis and provide a basis for salary adjustments.
  - Establish an annual merit budget each year that is consistent with market projections as identified by *WorldatWork*'s merit budget projections, which is an index of merit budget increases and is a good indication of labor cost movement. Alternatively, some organizations budget increases at the job rate for all positions with the expectation that performance-based funds not allocated to those with less than exceptional performance would then be available for increased awards to exceptional performers.
  - Apply individual pay adjustments annually based on performance and/or career development attainment.
  - Across-the-board increases are not recommended as they are contradictory in a pay for performance environment.

# Salary Administration Recommendations

- **Transfers**

- **Involuntary Transfer to a Lower Pay Grade**

- No immediate salary reduction should occur.
    - If the employee's salary is above the maximum of the lower grade, the following guidelines should apply:
      - Grant no salary increments or general structure increases until the maximum for the new grade equals or exceeds the employee's salary (most common approach), or
      - Reduce the incumbent's salary to the new range maximum (ceiling) within a defined time period (but no less than one year) after the involuntary transfer, if the incumbent's salary continues to exceed the new grade.

- **Lateral Transfer**

- No pay adjustment should occur.

# Salary Administration Recommendations

- **Salary Structure Review/Updates**
  - Designate a position within the City to be responsible for structure reviews/updates, new position evaluations and evaluations of existing positions with modified responsibilities and requirements.
  - Annual Updates
    - In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure should be reviewed annually. FLA can provide the City with the average percentage increase for employee salaries and salary structures on an annual basis, or the City may use a labor market index.
    - It is recommended that the respective starting rates and maximums be increased by a percentage that reflects the market trends and the City's hiring experience. The use of a dollar amount increase would compress the structure over time.
  - Long-Term Updates
    - The City should reevaluate its overall structure at regular intervals (e.g., 2 to 3 years depending upon market movements) to ensure that its salary levels are consistent with the marketplace.
    - This would involve conducting a market salary study, such as was conducted here, every 2 to 3 years (depending on the economy) to make sure that the City's pay scales and employee salaries remain competitive.

# Study Appeals

- **Appeals Process**

- The City should develop a standardized process for addressing employee concerns/appeals related to the results of the study that will meet the needs of the organization.
- A limited period of time should be allowed for the initiation of appeals from employees. A 30 day timeframe is recommended.
- The City may engage FLA to review and respond to employee appeals for a separate fee.

Compensation Comparison

Sorted to Review % Comparing 2012 Market to 2014 COH Wages

\*\*\*\* This analysis is skewed due to the fact the City of Homer is comparing 2014 wages to 2012 wage data. In addition, there are many positions that are not exactly the same with other public entities.

	2014 City of Homer Base Wages	2012 KPB Actual Base Pay	2012 City of Kodiak	2012 Kodiak Borough Actual	2012 Market Actual Base Pay	% Comparing 2012 Market to 2014 COH Wages	2012 SSD Average of Actual Salary	% Comparing '12 Ave Actual Salary to '14 COH Wages
Mechanic II	\$ 45,198.40	\$ 58,599.00	\$ 50,149.00		\$ 62,829.00	-28%	\$ 54,245.65	-17%
Mechanic I	\$ 39,695.14	\$ 64,505.00	\$ 40,581.00		\$ 53,989.00	-26%	\$ 54,994.30	-28%
Building Maintenance Technician I	\$ 44,366.40	\$ 61,054.00	\$ 48,873.00	\$ 58,517.00	\$ 56,014.00	-21%	\$ 59,441.94	-25%
Information Technology Manager	\$ 68,060.93	\$ 99,349.00	\$ 65,780.00	\$ 83,200.00	\$ 83,667.00	-19%	\$ 85,332.20	-20%
Accounting Technician IV	\$ 56,519.42	\$ 79,258.00		\$ 70,250.00	\$ 69,231.00	-18%	\$ 65,150.22	-13%
Accounting Supervisor	\$ 80,912.00	\$ 88,102.00			\$ 94,211.00	-14%	\$ 97,290.01	-17%
Finance Director	\$ 97,489.60	\$ 112,895.00	\$ 99,195.00	\$ 99,840.00	\$ 112,718.00	-14%	\$ 118,357.53	-18%
Information Technology Analyst	\$ 45,847.78	\$ 50,179.00		\$ 54,004.00	\$ 52,689.00	-13%	\$ 53,638.25	-15%
City Planner	\$ 87,547.20	\$ 96,777.00			\$ 99,625.00	-12%	\$ 101,352.61	-14%
Public Safety Dispatcher I II (Average)	\$ 45,001.10	\$ 52,687.00	\$ 43,281.00		\$ 50,624.00	-11%	\$ 50,239.89	-10%
Building Maintenance Technician II	\$ 67,412.80	\$ 78,644.00	\$ 75,962.00	\$ 82,174.00	\$ 75,629.00	-11%	\$ 75,985.22	-11%
Planning Technician I/Code Compliance	\$ 61,399.10		\$ 56,048.00	\$ 59,611.00	\$ 66,698.00	-8%	\$ 64,713.57	-5%
Administrative Assistant (Average)	\$ 42,894.51	\$ 53,959.00	\$ 37,932.00	\$ 40,914.00	\$ 46,310.00	-7%	\$ 48,618.40	-12%
Deputy City Clerk I and II (Average)	\$ 55,733.60	\$ 69,300.00	\$ 52,770.00	\$ 67,444.00	\$ 58,997.00	-6%	\$ 60,215.25	-7%
City Clerk	\$ 82,530.24	\$ 99,195.00	\$ 86,861.00	\$ 100,121.00	\$ 85,601.00	-4%	\$ 88,444.03	-7%
ESSIII/Training Captain	\$ 71,879.81	\$ 78,419.00	\$ 62,485.00		\$ 74,196.00	-3%	\$ 72,768.06	-1%
Treatment Plant Superintendent	\$ 83,304.00	\$ 82,064.00	\$ 79,040.00		\$ 84,494.00	-1%	\$ 90,339.89	-8%
Building Custodian	\$ 38,542.40	\$ 48,806.00	\$ 37,679.00		\$ 38,832.00	-1%	\$ 37,382.32	3%
Emergency Services Specialist II *	\$ 59,521.49	\$ 57,851.00	\$ 50,692.00		\$ 57,553.00	3%	\$ 57,983.49	3%
Deputy City Planner	\$ 65,430.14	\$ 62,889.00		\$ 83,200.00	\$ 62,290.00	5%	\$ 64,943.30	1%
Lead Mechanic	\$ 58,513.73	\$ 74,637.00	\$ 63,523.00		\$ 54,970.00	6%	\$ 59,879.06	-2%
Fire Chief	\$ 100,436.54	\$ 92,804.00	\$ 86,466.00	\$ 90,704.00	\$ 91,227.00	10%	\$ 92,853.33	8%
Accounting Technician III *	\$ 65,536.22	\$ 48,849.00			\$ 59,356.00	10%	\$ 59,011.15	11%
Community Recreation Coordinator	\$ 69,673.34	\$ 54,766.00			\$ 63,042.00	11%	\$ 54,383.18	28%
GIS Engineering Technician	\$ 71,739.20	\$ 54,776.00		\$ 56,738.00	\$ 60,926.00	18%	\$ 55,827.45	29%
Accounting Technician I	\$ 52,212.58			\$ 50,775.00	\$ 39,464.46	32%	\$ 51,168.12	2%
Community Jail Officer (Average)	\$ 47,896.78		\$ 39,642.00				\$ 46,446.57	3%
Equipment Operator II	\$ 49,187.09						\$ 56,076.20	-12%
Lead Operator	\$ 75,847.20						\$ 75,343.74	1%

	2014 City of Homer Base Wages	2012 KPB Actual Base Pay	2012 City of Kodiak	2012 Kodiak Borough Actual	2012 Market Actual Base Pay	% Comparing 2012 Market to 2014 COH Wages	2012 SSD Average of Actual Salary	% Comparing '12 Ave Actual Salary to '14 COH Wages
Harbor Officer I, II (Average)	\$ 52,956.80						\$ 51,102.67	4%
Library Technician I, II (Average)	\$ 35,560.51		\$ 27,900.00				\$ 37,343.04	-5%
Police Officer I, II, III (Average)	\$ 65,901.95		\$ 62,650.00				\$ 64,053.20	3%
Police Sergeant (Average)	\$ 76,893.86		\$ 69,930.00				\$ 78,012.01	-1%
Project Manager	\$ 62,544.77			\$ 86,334.00			\$ 86,117.02	-27%
Treatment Operator II	\$ 43,076.80						\$ 56,932.98	-24%
W/WW Utilities Technician II (Average)	\$ 46,123.58		\$ 45,906.00				\$ 55,894.21	-17%

**Positions Not Included in Surveys**

Chief of Police  
 Communications Supervisor  
 Community and Economic Development Coordinator  
 Customer Service Cashier  
 Department Services Coordinator  
 Deputy City Clerk I  
 Deputy Harbormaster  
 Fish Dock Operator I  
 Fish Dock Operator II  
 Fish Dock Supervisor  
 Lead Equipment Operator  
 Lead W/WW Utilities Technician  
 Library Director  
 Library Technician III  
 Library Technology Specialist  
 Lieutenant/Community Jail Administrator  
 Parks Maintenance Coordinator  
 Personnel Director  
 Planning Clerk  
 Port and Harbor Director/Harbormaster  
 Port Maintenance Supervisor  
 Port Maintenance Technician II  
 Port Maintenance Technician II  
 Public Works Director/Engineer  
 Superintendent  
 Treatment Maintenance Technician II  
 Treatment Maintenance Technician II  
 Treatment Operator  
 Treatment Operator III  
 W/WW Utilities Meter Technician  
 Youth Services Librarian

**Compensation Comparison**

**Sorted to Review % Comparing '12 Average Actual Salary to '14 COH Wages**

\*\* This analysis is skewed due to the fact the City of Homer is comparing 2014 wages to 2012 wage data. In addition, there are many positions that are not exactly the same with other public entities.

	2014 City of Homer Base Wages	2012 KPB Actual Base Pay	2012 City of Kodiak	2012 Kodiak Borough Actual	2012 Market Actual Base Pay	% Comparing 2012 Market to 2014 COH Wages	2012 SSD Average of Actual Salary	% Comparing '12 Ave Actual Salary to '14 COH Wages
Mechanic I	\$ 39,695.14	\$ 64,505.00	\$ 40,581.00		\$ 53,989.00	-26%	\$ 54,994.30	-28%
Project Manager *	\$ 62,544.77			\$ 86,334.00			\$ 86,117.02	-27%
Building Maintenance Technician I	\$ 44,366.40	\$ 61,054.00	\$ 48,873.00	\$ 58,517.00	\$ 56,014.00	-21%	\$ 59,441.94	-25%
Treatment Operator II	\$ 43,076.80						\$ 56,932.98	-24%
Information Technology Manager	\$ 68,060.93	\$ 99,349.00	\$ 65,780.00	\$ 83,200.00	\$ 83,667.00	-19%	\$ 85,332.20	-20%
Finance Director	\$ 97,489.60	\$ 112,895.00	\$ 99,195.00	\$ 99,840.00	\$ 112,718.00	-14%	\$ 118,357.53	-18%
W/WW Utilities Technician II (Average)	\$ 46,123.58		\$ 45,906.00				\$ 55,894.21	-17%
Accounting Supervisor	\$ 80,912.00	\$ 88,102.00			\$ 94,211.00	-14%	\$ 97,290.01	-17%
Mechanic II	\$ 45,198.40	\$ 58,599.00	\$ 50,149.00		\$ 62,829.00	-28%	\$ 54,245.65	-17%
Information Technology Analyst	\$ 45,847.78	\$ 50,179.00		\$ 54,004.00	\$ 52,689.00	-13%	\$ 53,638.25	-15%
City Planner	\$ 87,547.20	\$ 96,777.00			\$ 99,625.00	-12%	\$ 101,352.61	-14%
Accounting Technician IV	\$ 56,519.42	\$ 79,258.00		\$ 70,250.00	\$ 69,231.00	-18%	\$ 65,150.22	-13%
Equipment Operator II	\$ 49,187.09						\$ 56,076.20	-12%
Administrative Assistant (Average)	\$ 42,894.51	\$ 53,959.00	\$ 37,932.00	\$ 40,914.00	\$ 46,310.00	-7%	\$ 48,618.40	-12%
Building Maintenance Technician II	\$ 67,412.80	\$ 78,644.00	\$ 75,962.00	\$ 82,174.00	\$ 75,629.00	-11%	\$ 75,985.22	-11%
Public Safety Dispatcher I II (Average)	\$ 45,001.10	\$ 52,687.00	\$ 43,281.00		\$ 50,624.00	-11%	\$ 50,239.89	-10%
Treatment Plant Superintendent	\$ 83,304.00	\$ 82,064.00	\$ 79,040.00		\$ 84,494.00	-1%	\$ 90,339.89	-8%
Deputy City Clerk I and II (Average)	\$ 55,733.60	\$ 69,300.00	\$ 52,770.00	\$ 67,444.00	\$ 58,997.00	-6%	\$ 60,215.25	-7%
City Clerk	\$ 82,530.24	\$ 99,195.00	\$ 86,861.00	\$ 100,121.00	\$ 85,601.00	-4%	\$ 88,444.03	-7%
Planning Technician I/Code Compliance	\$ 61,399.10		\$ 56,048.00	\$ 59,611.00	\$ 66,698.00	-8%	\$ 64,713.57	-5%
Library Technician I, II (Average)	\$ 35,560.51		\$ 27,900.00				\$ 37,343.04	-5%
Lead Mechanic	\$ 58,513.73	\$ 74,637.00	\$ 63,523.00		\$ 54,970.00	6%	\$ 59,879.06	-2%
Police Sergeant (Average)	\$ 76,893.86		\$ 69,930.00				\$ 78,012.01	-1%
ESSIII/Training Captain	\$ 71,879.81	\$ 78,419.00	\$ 62,485.00		\$ 74,196.00	-3%	\$ 72,768.06	-1%
Lead Operator	\$ 75,847.20						\$ 75,343.74	1%
Deputy City Planner	\$ 65,430.14	\$ 62,889.00		\$ 83,200.00	\$ 62,290.00	5%	\$ 64,943.30	1%
Accounting Technician I	\$ 52,212.58			\$ 50,775.00	\$ 39,464.46	32%	\$ 51,168.12	2%
Emergency Services Specialist II *	\$ 59,521.49	\$ 57,851.00	\$ 50,692.00		\$ 57,553.00	3%	\$ 57,983.49	3%
Police Officer I, II, III (Average)	\$ 65,901.95		\$ 62,650.00				\$ 64,053.20	3%
Building Custodian	\$ 38,542.40	\$ 48,806.00	\$ 37,679.00		\$ 38,832.00	-1%	\$ 37,382.32	3%

	2014 City of Homer Base Wages	2012 KPB Actual Base Pay	2012 City of Kodiak	2012 Kodiak Borough Actual	2012 Market Actual Base Pay	% Comparing 2012 Market to 2014 COH Wages	2012 SSD Average of Actual Salary	% Comparing '12 Ave Actual Salary to '14 COH Wages
Community Jail Officer (Average)	\$ 47,896.78		\$ 39,642.00				\$ 46,446.57	3%
Harbor Officer I, II (Average)	\$ 52,956.80						\$ 51,102.67	4%
Fire Chief	\$ 100,436.54	\$ 92,804.00	\$ 86,466.00	\$ 90,704.00	\$ 91,227.00	10%	\$ 92,853.33	8%
Accounting Technician III *	\$ 65,536.22	\$ 48,849.00			\$ 59,356.00	10%	\$ 59,011.15	11%
Community Recreation Coordinator	\$ 69,673.34	\$ 54,766.00			\$ 63,042.00	11%	\$ 54,383.18	28%
GIS Engineering Technician	\$ 71,739.20	\$ 54,776.00		\$ 56,738.00	\$ 60,926.00	18%	\$ 55,827.45	29%

**Positions Not Included in Surveys**

- Chief of Police
- Communications Supervisor
- Community and Economic Development Coordinator
- Customer Service Cashier
- Department Services Coordinator
- Deputy City Clerk I
- Deputy Harbormaster
- Fish Dock Operator I
- Fish Dock Operator II
- Fish Dock Supervisor
- Lead Equipment Operator
- Lead W/WW Utilities Technician
- Library Director
- Library Technician III
- Library Technology Specialist
- Lieutenant/Community Jail Administrator
- Parks Maintenance Coordinator
- Personnel Director
- Planning Clerk
- Port and Harbor Director/Harbormaster
- Port Maintenance Supervisor
- Port Maintenance Technician II
- Port Maintenance Technician II
- Public Works Director/Engineer
- Superintendent
- Treatment Maintenance Technician II
- Treatment Maintenance Technician II
- Treatment Operator
- Treatment Operator III
- W/WW Utilities Meter Technician
- Youth Services Librarian



year 2014	HOMER		KENAI		SOLDOTNA	
	(self-insured)		(insured through United Health Care)		(insured through AETNA Political Subdivision)	
					(with Flex-Plan for the Health Reimbursement Arrangement)	
	Core	Buy-Up				
<b>Coinsurance</b>	70/30	80/20	80/20		80/20	
<b>Deductibles</b>			employee pays	city pays	employee pays	city pays
Individual	\$1500	\$400	\$2000 = \$250	next \$1750	\$2000 = \$200	next \$1800
Family	\$4500	\$1200	\$4000 = \$500	next \$3500	\$4000 = \$800	next \$3200
<b>Out of Pocket Maximum</b>	(deductible is <i>not</i> included)		(deductible <i>is</i> included)		(deductible <i>is</i> included)	
Individual	\$3000	\$2000	\$3000 per year		\$3000 per year	
Family	\$8000	\$6000	\$6000 per year		\$6000 per year	
<b>Premiums</b>						
	Core	Buy-Up				
Employee	\$92.30	\$400	\$61		\$64.20	
Employee & child(ren)	1 child = \$161.54	\$347.84	\$115		\$246.04	
	2 or more children = \$253.84	\$538.82				
Employee & spouse	\$230.76	\$486.14	\$132		\$293.44	
Employee & family	1 child = \$300.00	\$624.46	\$178		\$400.11	
	2 or more children = \$346.16	\$734.76				

Lets compare just the Premiums a city worker in Homer would pay each year to the Premiums a worker in Kenai and in Soldotna would pay per year. Assume each worker has a family of five and they are covered at the 80/20 rate.

A worker in Homer would pay \$734.76 per month X 12 = \$ 8,817.12 per year  
A worker in Kenai would pay \$178 per month X 12 = \$ 2,136 per year  
A worker in Soldotna would pay \$400.11 per month X 12 = \$ 4,801.32 per year

**BOTTOM LINE:** A worker in Homer pays \$6,681.12 more in Premiums per year than a worker in Kenai and \$4,015.80 more than a worker in Soldotna.  
**SECOND BOTTOM LINE:** A worker in Homer pays over 4 times as much for Premiums than in Kenai and almost 2 times as much as in Soldotna.

JAN 22 2014

Filed by Christine Searns

## CASE STUDY - Homer's 80/20 versus Kenai and Soldotna's 80/20

Assume the following parameters in a comparison of the overall financial package of Homer's Buy-Up 80/20 plan versus the 80/20 plans offered by Kenai and Soldotna: A city worker employed as a Water Tech II with a family of five who has only one major medical issue during the year.

<b>Salary Comparison</b>	<b>Homer</b>	<b>Kenai</b>	<b>Soldotna</b>
Water Tech II	\$21.12 hour	\$27.49 hour (\$6.37 higher)	\$25.76 hour (\$4.64 higher)

(the wage of a Water Tech II in Homer is \$5.50 less per hour than the average of Kenai and Soldotna)

**Average Yearly Salary** (computed @ 260 days per year X 8 hours per day = 2080 hours per year, no overtime)

<b>Yearly Salary Comparison</b>	<b>Homer</b>	<b>Kenai</b>	<b>Soldotna</b>
Water Tech II	<b>\$43,929.60</b>	<b>\$57,179.20</b> (\$13,249.60 more)	<b>\$53,580.80</b> (\$9,651.20 more)

(the yearly income of a Water Tech II in Homer is \$11,450.40 less than the average of Kenai and Soldotna)

<b>Insurance Premiums</b>	<b>Homer (80/20)</b>	<b>Kenai (80/20)</b>	<b>Soldotna (80/20)</b>
	\$734.76 X 12 = \$8,817.12	\$178.00 X 12 = \$2136.00	\$400.11 X 12 = \$4801.32

<b>Insurance Deductibles</b>	<b>Homer (80/20)</b>	<b>Kenai (80/20)</b>	<b>Soldotna (80/20)</b>
	\$1200	\$500	\$800

<b>Maximum Individual Exposure</b>	<b>Homer (80/20)</b>	<b>Kenai (80/20)</b>	<b>Soldotna (80/20)</b>
	\$2,400	\$1250	\$1200

<b>Take Home Pay after Subtracting Insurance Premiums and Maximum Individual Exposure for One Medical Issue</b>	<b>Homer (80/20)</b>	<b>Kenai (80/20)</b>	<b>Soldotna (80/20)</b>
	\$43,929.60	\$57,179.20	\$53,580.80
	- 8,817.12	- 2,136.00	- 4,801.32
	- 2,400.00	- 1,250.00	- 1,200.00
	<b>\$32,712.48</b>	<b>\$53,793.20</b> (\$21,080.72 more)	<b>\$47,579.48</b> (\$14,867.00 more)

(in Homer, with a 6% higher cost of living than Kenai or Soldotna.)

# Health-care plan changes ahead for city employees

Taken from Homer News

December 4, 2013

By McKibben Jackinsky

..... The proposed plans are part of the city's 2014 budget that will be finalized by the council when it meets Monday. In a memo to the council accompanying the two plans, **Wrede said**, "If implemented, this would be a significant reduction in employee benefits and real hit to their wallets. ... **The biggest impact will be disproportionately to employees in middle income brackets who have families.**"

..... The **city of Kenai has 102 insurable employees**, according to Terry Eubank, the city's finance director. The city recently switched providers after finding a competing quote that saves the city approximately \$150,000. For fiscal **year 2014, the budgeted amount per employee is \$17,270 per year.**

..... **Kenai reimburses employees for their deductible**, a benefit that was in place prior to Eubank becoming the finance director. "The employee pays first and the city reimburses," said Eubank of **what turns out to be a savings for the city since employees only utilize about 50 percent of the deductible.**

\*\*\*\*\*

So the city of Kenai budgets \$17,270 per employee per year for health care. **Homer** budgets \$1500 per employee per month X 12 = \$18,000 per employee per year. In other words, Homer actually budgets **\$730 more per employee per year than Kenai** for health care.

\*\*\*\*\*

Homer budgets more per year per employee for health care than Kenai. And our workers pay much more out of their pockets. A Homer worker with a family of five pays \$6,681.12 **more** each year for premiums than a Kenai worker to get the same 80/20 coverage. Homer workers also pay more for their deductible, \$1200 compared to Kenai workers who pay \$500 for their deductibles. And the out-of-pocket maximums in Homer are much greater, \$7,200 per family compared to \$2,500 for a worker in Kenai and \$2,800 for a worker in Soldotna.

To sum it up, a Homer worker with a family of five pays over 4 times as much for their premiums per year, about 2.5 times as much for their deductibles, and almost 3 times as much in out-of-pocket maximums per year than a worker in Kenai doing exactly the same job.

\*\*\*\*\*

Why did Homer elect to stay self-insured? Homer has gone over budget each year for the past 3 years, significantly over budget for the past 2 years. Last year, health care costs amounted to \$2.4 million in Homer, \$600,000 over the budgeted amount of \$1.8 million. Yet we elected to stay self-insured and take the risk of going over budget once again this year. Kenai is fully insured with United Health Care. Kenai pays less money per employee to be fully insured and in doing so has eliminated the risk to the city of going over budget. Soldotna is also fully insured using AETNA Alaska Political Subdivision and has no risk to the city of going over budget.

\*\*\*\*\*

AETNA Alaska Political Subdivision has already given a quote of \$1,858,384.92 to the city of Homer for health insurance for year 2014. Homer budgets \$1500 per employee per month X 12 = \$18,000 per employee per year. Homer has 103 employees X \$18,000 per year = \$1,854,000 which is only \$4,384.92 less than AETNA's quote for 103 workers to be fully insured and not have a risk of going over budget. If you divide \$4,384.92 by 103 workers by 12 months, the cost to each worker would be \$3.55 per month to be fully insured at the 80/20 level after the city pays its budgeted amount. And the city of Homer would eliminate the very real risk of going \$600,000 over budget like they did last year.

employee for each month. The premium is based on the number of participants, age of the participants and information. The stop loss premium is renewed on an annual basis.

**Plan characteristics:** Employers can often offer multiple self-insured health plans to employees. The plan can also be tailored to decrease utilization in a certain area of the benefit or to reduce the overall expenses.

**Employer size:** In 2011, 68.5 percent of workers in firms with 50 or more employees were in self-insured plans, whereas only 10.8 percent of workers in firms with fewer than 50 employees were in self-insured plans

**Brief Overview of Fully-Insured Proposals for 2014 Plan Year**

The City reviewed proposals from three fully-insured companies (Aetna, Premera, and Aetna Alaska Political Subdivision). The details of each proposal are attached.

**2014 Health Plan Proposals**

In-Network Medical	Premera	Premera	Premera	Premera	Aetna	Aetna AK Political Subdivision			
Deductible (Individual/Family)	\$100 / \$300	\$500 / \$1,500	\$1,000 / \$3,000	\$1,250 / \$2,500	\$100 / \$300	\$250 / \$750	\$500 / \$1,500	\$750 / \$2,500	\$2,000 / \$4,000
Out of Pocket Max (Individual/Family)	\$500 / \$1,500	\$1,000 / \$3,000	\$2,000 / \$6,000	\$5,000 / \$10,000	\$700 / \$1,400	\$500	\$1,000	\$2,000	\$3,000 / \$6,000
Coinurance	90% / 10%	80% / 20%	70% / 30%	80% / 20%	90% / 10%	90% / 10%	80% / 20%	80% / 20%	80% / 20%
Estimated Annual Premium	\$ 3,901,388.76	\$ 3,409,768.88	\$ 3,351,254.72	\$ 2,472,846.72	\$ 2,860,724.04	\$ 4,167,237.60	\$ 3,142,854.44	\$ 2,551,851.36	\$ 1,858,384.92
<b>Out-of-Network Medical</b>									
Deductible (Individual/Family)	\$50 / \$150	\$50 / \$150	\$50 per person						
Annual Maximum	\$1,500	\$1,500	\$1,500						
Preventive Services	100%	80%	80%						
Basic Services	80%	80%	80%						
Major Services	50%	60%	50%						
Orthodontia Benefit (lifetime)	\$1,000	70% to \$750	0						
Estimated Annual Premium	\$ 186,439.56	\$ 146,847.24	\$ 120,987.00						

There are many pros and cons to consider when evaluating full-insured plans. Some of the considerations include:

- Estimated premiums are only good for one year.
- At least a two year commitment may be required.
- Every eligible employee must enroll in the health benefits.
- The City will not receive performance reports regarding utilization and overall health of participants.
- Customer service needs may not meet current standards.

The 2014 self-insured health plans were compared to other municipalities within the Kenai Peninsula. The comparison found that the City of Homer is still competitive with the other municipalities. In addition, transitioning to a fully-insured plan in 2014 will result in terminating contracts with Mercer (Jeff Paxton, Benefit Broker), Meritain (Third-Party Administrator) and Symetra (Stop-Loss Policy). The City may be expected to pay early contract termination fees. Health Care Reform and the new Health Exchanges are other areas to consider when reviewing the health benefits package. There is a copious amount of information in the attachments and this memo. Please let me know if you have any questions or concerns.